



Department:	City Clerk
Bargaining Unit:	Confidential
Salary Range:	C67
Last Revision:	July, 2014

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DEPUTY CITY CLERK

DEFINITION

Under direction, to perform a variety of complex and responsible administrative and clerical duties in the conduct of activities of the City Clerk's Office; and to maintain official City records.

SUPERVISION EXERCISED

May exercise technical and functional supervision over clerical and temporary staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate with other departments in preparing agendas for City Council, Housing Authority, or other meetings; assemble and distribute meeting agendas, agenda packets, and other materials including posting to the City's website.

Attend meetings as assigned; take and transcribe City Council and other assigned meeting minutes; maintain subject index records for future reference of actions taken at City Council and other meetings.

Prepare and distribute updates and revisions of Council policy and those of City boards, commissions, and committees.

Respond to inquiries from the public by letter, email, telephone, and in person regarding Council action and records; research information for the public or City staff when necessary.

Compose and schedule legal notices for publications; prepare and distribute certified copies of City documents.

Maintain administrative files including historical legal documents, resolutions, ordinances, agreements, deeds, and contracts; retrieve, destroy, and store records according to policies and procedures including but not limited to the adopted Records Retention Schedule.

Maintain records of all appointments for City commissions and committees.

Receive and process claims, sealed bids, and appeals for City Council and Planning Commission agenda items.

Assist County officials in holding elections; issue nomination papers to candidates and explain requirements.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain Conflict of Interest and Financial Disclosure Statements of all elected officials, commissioners, and executive staff in accordance with laws and regulations.

Perform the day-to-day functions of the City Clerk's office.

Serve as City Clerk upon the request or absence of the City Clerk.

Maintain and update City Municipal Code Books.

Accept legal documents on behalf of the City.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and computer equipment.

Principles and practices of data collection and report preparation.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and database applications as well as Laserfiche (document imaging for City records).

Principles of business letter writing and basic report preparation.

Basic organization, functions, and practices of municipal government.

Principles and procedures of record keeping.

Practices used for minute taking and preparation.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

Ability to:

Perform responsible administrative and clerical work involving the use of independent judgment and personal initiative.

Provide information and organize material in conformance with policies and legal requirements.

Meet and deal tactfully and effectively with the public.

Explain and administer municipal laws and procedures including election laws and political reform requirements.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret a variety of public documents including contracts and ordinances.

Participate in the retention and destruction of official records in accordance with applicable laws and regulations.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

Ability to:

Work cooperatively with other departments, City officials, and outside agencies.

Respond to requests and inquiries from the general public and City officials.

Compile and maintain complex and extensive records and prepare routine reports.

Maintain confidentiality of sensitive information and data.

Plan and organize work to meet schedules and deadlines.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of increasingly responsible secretarial and clerical experience which includes two (2) years of extensive public contact.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in office practices and city government.

License or Certificate:

Acceptable Driving Record.

Possession of, or ability to obtain, certification as a Notary Public is desirable.

Possession of, or ability to obtain, the Certified Municipal Clerk (CMC) certificate, designated by the International Institute of Municipal Clerks.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: July 2014.

RESOLUTION NO. 2014-135

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLISTER
AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN BY
ADOPTING A REVISED JOB SPECIFICATION AND SALARY RANGE FOR THE
DEPUTY CITY CLERK JOB CLASSIFICATION**

WHEREAS, the City of Hollister has a City Clerk's Office pursuant to the California Government Code; and

WHEREAS, there is a need for succession planning; and

WHEREAS, the Deputy City Clerk job description as not been revised or amended since April 1995; and

WHEREAS, the position of Deputy City Clerk is unique and requires additional specific training; and

WHEREAS, the City Clerk recommends amending the job description for Deputy City Clerk, updating the salary range according to job requirements and training, and further recommends that it be designated in the Confidential Bargaining Group;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The class specification for Deputy City Clerk dated July 2014 is hereby adopted.
2. The Deputy City Clerk classification is hereby established at the salary range of C67. The bi-weekly amounts are as follows:

Step 1	Step 2	Step 3	Step 4	Step 5
\$2852.77	\$2995.35	\$3145.14	\$3302.39	\$3467.50

3. The Deputy City Clerk classification is designated as part of the Confidential Bargaining Group, as defined in the Personnel Systems Rules and Regulations.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hollister held on the 21st day of July, 2014, by the following vote:

AYES: Council Members Friend, Scattini, Valdivia, Gomez and Mayor Velazquez.

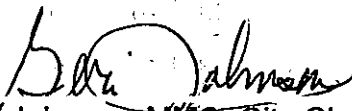
NOES: None.

ABSENT: None.



Ignacio Velazquez, Mayor

ATTEST:



Geri Johnson, MHC, City Clerk

DUPLICATE OF ORIGINAL
ON FILE IN THE
OFFICE OF THE CITY CLERK
CITY OF HOLLISTER



**STAFF REPORT
CITY COUNCIL OR STUDY SESSION AGENDA**

DATE: June 16, 2014

AGENDA ITEM: Consent *A 7-#7*

STUDY SESSION DATE: NA

MEETING DATE: July 21, 2014

- **TITLE OF ITEM:** Resolution Amending Job Description and Deputy City Clerk job classification and salary range.
- **BRIEF DESCRIPTION:** This Resolution will amend the Job Description and salary range for Deputy City Clerk.
- **STAFF RECOMMENDATION:** Adopt Resolution No. 2014-135, A Resolution of the City Council of the City of Hollister Amending the City's Classification and Compensation Plan by Adopting a Job Specification and Salary Range for the Deputy City Clerk classification.

DEPARTMENT SUMMARY: Staff is proposing the revision of the Deputy City Clerk position as a means of succession planning. Staff has reviewed and amended the old job description as its last revision was April 1995 and was originally adopted in 1985. The revised job description is attached as well as a Resolution adopting it and the salary range. The Deputy City Clerk position has always been in the Confidential group and will remain so. Staff will reclassify the current Senior Staff Support person as she has taken on additional responsibilities and has concluded half of the required training for certification as a Certified Municipal Clerk and has obtained the Notary Public Commission from the State of California. Staff also reviewed the salary ranges for the Deputy City Clerk position from various cities in California. Salary ranges were from \$3845 (Salinas) to \$6584 (Morgan Hill). The highest seen in the City Clerk's Listserve was actually \$11,126 per month which was not included in the review. The increase in salary was included in the '14-'15 Fiscal Year budget.

FINANCIAL IMPACT: Included in the '14-'15 FY budget.

DEPARTMENT: City Clerk

CONTACT PERSON: Geri Johnson, MMC *[Signature]*

DEPARTMENT HEAD (if applicable):

PHONE NUMBER: 636-4300, x 16

THIS REPORT WAS REVIEWED BY THE CITY MANAGER AND CONCURS WITH THE STAFF RECOMMENDATION

[Signature]
William B. Avera, City Manager