DEPUTY CITY CLERK

DEFINITION

Under general direction, supervises staff engaged in the operation of the Office of the City Clerk. Attends city council meetings and supervises the recordation (documenting) of council proceedings.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Supervises staff engaged in the operation of the Office of the City Clerk; supervises council packet compilation, preparation, and distribution; attends council meetings and supervises or participates in the recordation of council proceedings; coordinates follow up action on council meeting action items with other departments; instructs staff on filing, records management, and public inquiry/response activities.

Researches and responds to requests for documents and records from City staff; records and certifies documents pertaining to ordinances, deeds, easements and other records; opens bids; assists with City elections and administers oaths of office to City personnel; prepares files for records retention or destruction; assists staff with information inquiries from the public.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations
Knowledge of Government Election process, rules, regulations, guidelines
Knowledge of Brown Act, and other public acts monitoring government posting and notifications
Knowledge of records management and workflow principles and procedures
Knowledge of and proficient in operating personal computers and software Skilled in supervising, delegating and evaluating work of subordinate staff
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining productive working relationships
Ability to perform and train other employees on essential duties
Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds; Incumbent may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Public Administration, Political Science, or closely related field, **AND** four (4) years experience processing and administrating elections and other municipal duties **OR** an equivalent combination of education and experience.