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;
- Oversees council packet compilation, preparation, and distribution;
- Attends council meetings to ensure effective recording and documentation of council proceedings;
- Coordinates follow up action on council meeting action items with other departments;
- Instructs and assists 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 opens bids;
- Assists with City elections and administers oaths of office to City personnel;
- Prepares files for records retention or destruction;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations, Government Election process, rules, regulations, guidelines, Brown Act, and other public acts monitoring government posting and notifications, and records management and workflow principles and procedures;
- Skilled in supervising, delegating and evaluating work of staff, providing and following oral and written instructions and in establishing and maintaining productive working relationships;
- Ability to perform and train other employees on essential duties, to effectively communicate verbally and in writing using (English) proper grammar and spelling, and to manage work to meet conflicting and competing deadlines;
- Proficient in the use of computers, electronic devices to include MS Office Suite and other industry related software packages.

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
Bachelor’s degree from a four-year accredited college or university 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.