

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Subject: Human Resources - Approval of the Revised Class Specification Deputy City Clerk

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that your Honorable Body approve the proposed revised class specification for Deputy City Clerk.

FUNDING

Not Applicable.

BACKGROUND AND ANALYSIS

The Deputy City Clerk position has been vacant since August 2008 and there is a corresponding need to conduct a Civil Service Examination. The City Clerk requested a review of the class specification to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The proposed class specification includes broader duty statements to reflect the level of responsibility and authority in the City Clerk's Office. In addition, the revised class specification accurately reflects the full range of duties of the position including overall responsibility for the day-to-day operations of the City Clerk's office, and revised knowledge and ability statements.

The Civil Service Commission at their meeting of December 15, 2008 unanimously approved the proposed revised class specification which has been prepared and is submitted to your Honorable Body for your review and approval.

Respectfully submitted,



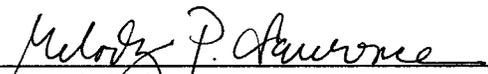
Civil Service Commission
Marla Shwartz, Chair

ELAINE M. WINER
Human Resources Director

CONCUR:

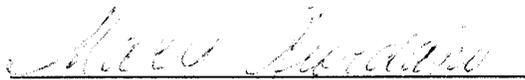


Elaine M. Winer
Human Resources Director

By 

Melody P. Lawrence
Human Resources Manager

NOTED:



LeRoy J. Jackson
City Manager

Attachments:

- A) Civil Service Commission Meeting December 15, 2008
- B) Excerpt of the Minutes of the Civil Service Commission Meeting December 15, 2008
- C) Deputy City Clerk Proposed Revised Class Specification
- D) Deputy City Clerk Existing Class Specification

December 2, 2008

Commission Meeting
December 15, 2008

Honorable Chairperson and Members
of the Civil Service Commission
City Hall
Torrance, California

Subject: Approval of the Revised Class Specification for Deputy City Clerk

BACKGROUND

The Deputy City Clerk position has been vacant since August 2008 and there is a corresponding need to conduct a Civil Service Examination. The City Clerk requested a review of the class specification to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The proposed class specification includes broader duty statements to reflect the level of responsibility and authority in the City Clerk's Office.

The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

ANALYSIS

The class specification required revision to accurately reflect the full range of duties including overall responsibility for the day-to-day operations of the City Clerk's office, and revised knowledge and ability statements.

The following duty statements were added to the revised class specification to reflect the full range of responsibilities:

- Serves as a liaison for the City Clerk's Office with other City departments, divisions and outside agencies; negotiates and resolves significant and controversial issues.
- Directs, coordinates and reviews the work plan for the City Clerk's Office; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the City Clerk; implements improvements.
- Participates in the development and administration of the City Clerk's Office budget; forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- Serves as a public notary for City documents; signs warrants; attests to agreements, contracts and various other documents.

December 2, 2008

Commission Meeting
December 15, 2008

The following knowledge and ability statements were added to the revised class specification:

Knowledge of:

- Pertinent Federal, State and local laws, codes and regulations, including requirements of the Public Records Act, the Brown Act, the Political Reform Act, the Government Code and Election Code and the City Charter;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Computer software applications related to data analysis and report preparation.
- Applicable local, State and Federal regulations.

Ability to:

- Interpret and explain City Clerk's Office policies and procedures and enforce municipal and election laws and procedures ;
- Establish and maintain complex and confidential records, files and documents;
- Plan, organize, assign, coordinate and manage the activities of staff and outside agencies and contractors.
- Learn and apply laws, regulations, procedures, and practices related to administration of appointed commissions including public meeting requirements, reporting, etc.

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the proposed revised class specification of Deputy City Clerk and forward to the City Council for adoption.

Respectfully submitted,



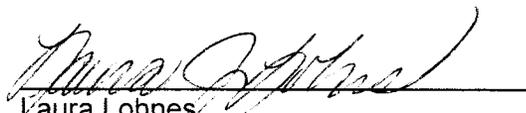
 Melody P. Lawrence
 Human Resources Manager

CONCUR:



 Elaine M. Winer
 Human Resources Director

NOTED:



 Laura Lohnes
 Acting Civil Service Manager

Attachments: A. Revised Class Specification for Deputy City Clerk
 B. Existing Class Specification for Deputy City Clerk

DEPUTY CITY CLERK

DEFINITION

Under general direction from the elected City Clerk, manages and coordinates the programs and activities of the City Clerk's Office; supervises office staff responsible for maintaining official City records, conducting elections, and providing information to the public; coordinates assigned duties and responsibilities with other City departments and outside agencies; provides highly responsible and complex administrative support for the City Clerk, the City Council and various commissions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk is a first-level management classification that exercises considerable independent judgment and takes final action on matters involving the day-to-day operation of the office and relieves the City Clerk of administrative detail. In the absence of the City Clerk, the incumbent exercises signatory authority for contractual agreements of the City Council and for other official documents.

This classification is distinguished from the City Clerk in that the incumbent is not an elected official; and is distinguished from the Records Management Coordinator in that the incumbent supervises the records maintenance function, but is not primarily engaged in the performance of records maintenance activities.

SUPERVISION EXERCISED/RECEIVED:

Receives direction from the City Clerk within a framework of broad policies and objectives; provides direct supervision to the Records Maintenance Coordinator and to clerical and secretarial support staff assigned to the City Clerk's Office.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

- Assists the City Clerk in performing those duties prescribed under statutory law, as assigned, such as elections, voter registration, loyalty oaths, preparation and filing of legal notices, document recording, receipt and processing of claims, bid openings, and the handling of Fair Political Practices Commission (FPPC) documents.
- Serves as a liaison for the City Clerk's Office with other City departments, divisions and outside agencies; negotiates and resolves significant and controversial issues.
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees and implementing employee discipline. Providing training, advice and assistance as needed.
- Directs, coordinates and reviews the work plan for the City Clerk's Office; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the City Clerk; implements improvements.

- Participates in the development and administration of the City Clerk's Office budget; forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- Serves as a public notary for City documents; signs warrants; attests to agreements, contracts and various other documents.
- Responds to inquiries from the public by letter, telephone and in person regarding City Council actions and records; researches information for public or City staff when necessary, researches and prepares documents for subpoenas and bond sales.
- Assists in coordinating with other departments the preparation of City Council agendas; supervises the preparation of agenda packets; attends all regular, adjourned regular and special City Council and various commission meetings; prepares and distributes updates and revisions of City Council policy; coordinates the distribution of City Council and commission meeting minutes.
- Composes correspondence and prepares special studies, statistical analyses and various reports; ensures mathematical, grammatical and procedural adequacy of reports, forms and other typed materials.
- Assumes the duties of the City Clerk when absent, including attendance at City Council and various other meetings as assigned.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

- Attends department meetings as required.
- Serves on various committees as appropriate.
- Performs other job-related duties as required.

MINIMUM QUALIFICATION GUIDELINES

Knowledge of:

- Principles and practices of a City Clerk's Office and municipal government administration
- Municipal filing requirements and records management procedures;
- Principles of supervision, training and performance evaluation ;
- Pertinent Federal, State and local laws, codes and regulations, including requirements of the Public Records Act, the Brown Act, the Political Reform Act, the Government Code and Election Code and the City Charter;
- Methods and techniques of data research and analysis;
- Procedures for opening, receiving and closing bids for contract services, equipment, materials and supplies;
- Principles of municipal budget preparation and control;
- Modern and complex office procedures, methods, equipment and software applications;
- Document imaging technology and archiving of municipal records;
- Business correspondence, proper English usage, spelling, grammar and punctuation;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Computer software applications related to data analysis and report preparation.
- Applicable local, State and Federal regulations.
- Management and supervisory principles and practices.
- General City operations.

Ability to:

- Provide sound and professional administrative support to the City Clerk and City Council;
- Work independently, exercise good judgment and make sound recommendations;

- Interpret and explain City Clerk's Office policies and procedures and enforce municipal and election laws and procedures ;
- Establish and maintain complex and confidential records, files and documents;
- Plan, organize, assign, coordinate and manage the activities of staff and outside agencies and contractors.
- Learn and apply laws, regulations, procedures, and practices related to administration of appointed commissions including public meeting requirements, reporting, etc.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing
- Provide information and organize material in conformance with policies and regulations
- Compose, compile and maintain correspondence, resolutions, records, special studies, statistical analyses, and reports
- Perform multiple and concurrent detailed tasks in an environment of time constraints and frequent interruptions
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, various civic organizations, outside contractors, vendors, and the general public
- Operate a personal computer and document imaging equipment

LICENSE/CERTIFICATION REQUIRED

Possession of a valid Class C California Driver's License and a safe driving record. Possession of a Notary Public License, prior to the completion of the probationary period.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Four (4) years of progressively responsible experience performing professional administrative support and complex office administration duties within a public agency, which includes at least one year of experience in a supervisory or management position. A Bachelor's degree or equivalent with major course work in business administration, public administration or closely related field and designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) is highly desirable.

SPECIAL REQUIREMENTS

Physical Requirements

Due to the nature of work assignments, the incumbent must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under rigid time constraints. On a daily basis, the essential duties of this classification require the ability to stoop; to reach; to stand, walk and sit for extended periods of time; to push and pull objects weighing up to 20 pounds; to lift and carry objects weighing up to 10 pounds; to use finger dexterity to operate a computer and other office equipment; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to from less than one foot to up to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position require the ability to climb stairs and to perceive the attributes of objects by touch.

Work Environment

Essential duties of this classification are primarily performed in a highly dynamic office environment, subject to frequent interruptions and a high level of public contact. Maintain a flexible work schedule (days and evenings) to accommodate meetings and deadlines of the City Council and various commissions.



Close Window : Print Page

City of Torrance
Class Code: 1145

August 1995
(Revised)

TO EXPRESS INTEREST IN THIS POSITION, CLICK [HERE](#)

Deputy City Clerk

Definition

Under general supervision, the Deputy City Clerk performs complex and responsible support services for the City Clerk and the City Council; works with and supervises an office staff engaged in maintaining official City records, conducting elections, and providing information to the public; and does related work as required.

Distinguishing Characteristics

Reports to the City Clerk and is distinguished from the City Clerk in that the incumbent is not an elected official and is not responsible for overall operation of the City Clerk's office. Distinguished from the Records Management Coordinator in that the Deputy City Clerk is responsible for the daily office functions of the City Clerk's office which are not restricted to maintenance of centralized City records. Distinguished from various secretarial classifications in that the Deputy City Clerk is not primarily engaged in performing secretarial duties and does not primarily perform specialized functions related to the taking of meeting minutes.

Examples Of Duties

- Assists the City Clerk in performing those duties prescribed under statutory law, as assigned, such as elections, voter registration, loyalty oaths, preparation and filing of legal notices, document recording, receipt and processing of claims, bid openings, and the handling of Fair Political Practices Commission (FPPC) documents.
- Supervises, trains, evaluates, and works with a staff in establishing, indexing, maintaining, and updating City records, ordinances, and the municipal code as well as in preparing legal notices, resolutions, proclamations, certifications and other official City materials.
- Serves as a public notary for City documents; signs warrants; attests to agreements, contracts and various other documents.
- Provides information to the general public and City departments.
- Coordinates the compilation, processing and distribution of various City Council materials as well as Council and commission minutes.
- Composes correspondence and prepares special studies, statistical analyses and various reports; ensures mathematical, grammatical and procedural adequacy of reports, forms, and other typed materials.
- Assists in organizing and conducting municipal elections and in performing other necessary election-related tasks.
- Operates office equipment and document imaging equipment.
- Assists the City Clerk in preparing the departmental budget, makes recommendations, and monitors appropriations and expenditures.

ATTACHMENT B

- Assumes the duties of the City Clerk when absent, including attendance at City Council and various other meetings as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of municipal government administration;
- Municipal filing requirements and records management procedures;
- Supervisory principles and practices;
- Municipal election laws and procedures;
- Procedures for opening, receiving and closing bids for contract services, equipment, materials and supplies;
- Principles and techniques of program budget preparation;
- City government process and applicable municipal codes;
- Political Reform Act reporting requirements;
- Personal computer systems and applicable software programs;
- Document imaging technology and archiving of municipal records;
- Business correspondence, English grammar, vocabulary and spelling.

Ability to:

- Work independently and exercise good judgment;
- Maintain confidentiality of records, files and documents;
- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances;
- Compose, compile and maintain correspondence, resolutions, records, special studies, statistical analyses, and reports;
- Interpret and apply rules, regulations, policies, laws and codes;
- Establish and maintain effective working relationships with fellow employees, City officials, various civic organizations, outside contractors, vendors, and the general public;
- Demonstrate good communication skills and public service focus;
- Follow oral and written instructions;
- Operate a personal computer and document imaging equipment.

Education/Training/Experience

Five years of experience, education and/or training which provides the required knowledge and abilities. Municipal experience and coursework in records management and automated data processing are preferred. Also, designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) is desirable.

Special Requirements

Possession of a valid Class C California Driver's License. Possession of a Notary Public License prior to the completion of probation.

Maintain a flexible work schedule (days and evenings) to accommodate meetings and deadlines of City Council and the various commissions.

EXCERPT OF MINUTES

Minutes Approved
 Minutes Subject to Approval

December 15, 2008

**MINUTES OF A REGULAR MEETING
 OF THE TORRANCE CIVIL SERVICE COMMISSION**

CALL TO ORDER

The Civil Service Commission of the City of Torrance convened in a regular session at 6:05 p.m. on Monday, December 15, 2008 in the City Council Chambers at Torrance City Hall.

ROLL CALL

Present: Commissioners Dean, Doty, Rizzardi, Skoll, Stadler, Wood, and Chairperson Shwartz.

Absent: None.

Also Present: Civil Service Manager Lohnes,
 Human Resources Analyst Hoang,
 Human Resources Manager Lawrence.
 Counsel for the City Attorney Tiedemann, and
 Counsel for the Commission Attorney Wohlenberg,
 and Attorney Andrew Dawson for Peace Officer.

4. Approval of the Revised Class Specification for Deputy City Clerk

Human Resources Manager Lawrence presented a revised class specification for the Deputy City Clerk position to accurately reflect the full range of duties as well as revised knowledge and ability statements.

MOTION: By Commissioner Rizzardi to approve the Revised Class Specification for Deputy City Clerk as presented. The motion was seconded by Commissioner Skoll; a roll call vote reflected unanimous approval.

###

DEPUTY CITY CLERK

DEFINITION

Under general direction from the elected City Clerk, manages and coordinates the programs and activities of the City Clerk's Office; supervises office staff responsible for maintaining official City records, conducting elections, and providing information to the public; coordinates assigned duties and responsibilities with other City departments and outside agencies; provides highly responsible and complex administrative support for the City Clerk, the City Council and various commissions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk is a first-level management classification that exercises considerable independent judgment and takes final action on matters involving the day-to-day operation of the office and relieves the City Clerk of administrative detail. In the absence of the City Clerk, the incumbent exercises signatory authority for contractual agreements of the City Council and for other official documents.

This classification is distinguished from the City Clerk in that the incumbent is not an elected official; and is distinguished from the Records Management Coordinator in that the incumbent supervises the records maintenance function, but is not primarily engaged in the performance of records maintenance activities.

SUPERVISION EXERCISED/RECEIVED:

Receives direction from the City Clerk within a framework of broad policies and objectives; provides direct supervision to the Records Maintenance Coordinator and to clerical and secretarial support staff assigned to the City Clerk's Office.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

- Assists the City Clerk in performing those duties prescribed under statutory law, as assigned, such as elections, voter registration, loyalty oaths, preparation and filing of legal notices, document recording, receipt and processing of claims, bid openings, and the handling of Fair Political Practices Commission (FPPC) documents.
- Serves as a liaison for the City Clerk's Office with other City departments, divisions and outside agencies; negotiates and resolves significant and controversial issues.
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees and implementing employee discipline. Providing training, advice and assistance as needed.
- Directs, coordinates and reviews the work plan for the City Clerk's Office; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the City Clerk; implements improvements.

- Participates in the development and administration of the City Clerk's Office budget; forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- Serves as a public notary for City documents; signs warrants; attests to agreements, contracts and various other documents.
- Responds to inquiries from the public by letter, telephone and in person regarding City Council actions and records; researches information for public or City staff when necessary, researches and prepares documents for subpoenas and bond sales.
- Assists in coordinating with other departments the preparation of City Council agendas; supervises the preparation of agenda packets; attends all regular, adjourned regular and special City Council and various commission meetings; prepares and distributes updates and revisions of City Council policy; coordinates the distribution of City Council and commission meeting minutes.
- Composes correspondence and prepares special studies, statistical analyses and various reports; ensures mathematical, grammatical and procedural adequacy of reports, forms and other typed materials.
- Assumes the duties of the City Clerk when absent, including attendance at City Council and various other meetings as assigned.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

- Attends department meetings as required.
- Serves on various committees as appropriate.
- Performs other job-related duties as required.

MINIMUM QUALIFICATION GUIDELINES

Knowledge of:

- Principles and practices of a City Clerk's Office and municipal government administration
- Municipal filing requirements and records management procedures;
- Principles of supervision, training and performance evaluation ;
- Pertinent Federal, State and local laws, codes and regulations, including requirements of the Public Records Act, the Brown Act, the Political Reform Act, the Government Code and Election Code and the City Charter;
- Methods and techniques of data research and analysis;
- Procedures for opening, receiving and closing bids for contract services, equipment, materials and supplies;
- Principles of municipal budget preparation and control;
- Modern and complex office procedures, methods, equipment and software applications;
- Document imaging technology and archiving of municipal records;
- Business correspondence, proper English usage, spelling, grammar and punctuation;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Computer software applications related to data analysis and report preparation.
- Applicable local, State and Federal regulations.
- Management and supervisory principles and practices.
- General City operations.

Ability to:

- Provide sound and professional administrative support to the City Clerk and City Council;
- Work independently, exercise good judgment and make sound recommendations;

- Interpret and explain City Clerk's Office policies and procedures and enforce municipal and election laws and procedures ;
- Establish and maintain complex and confidential records, files and documents;
- Plan, organize, assign, coordinate and manage the activities of staff and outside agencies and contractors.
- Learn and apply laws, regulations, procedures, and practices related to administration of appointed commissions including public meeting requirements, reporting, etc.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing
- Provide information and organize material in conformance with policies and regulations
- Compose, compile and maintain correspondence, resolutions, records, special studies, statistical analyses, and reports
- Perform multiple and concurrent detailed tasks in an environment of time constraints and frequent interruptions
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, various civic organizations, outside contractors, vendors, and the general public
- Operate a personal computer and document imaging equipment

LICENSE/CERTIFICATION REQUIRED

Possession of a valid Class C California Driver's License and a safe driving record. Possession of a Notary Public License, prior to the completion of the probationary period.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Four (4) years of progressively responsible experience performing professional administrative support and complex office administration duties within a public agency, which includes at least one year of experience in a supervisory or management position. A Bachelor's degree or equivalent with major course work in business administration, public administration or closely related field and designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) is highly desirable.

SPECIAL REQUIREMENTS

Physical Requirements

Due to the nature of work assignments, the incumbent must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under rigid time constraints. On a daily basis, the essential duties of this classification require the ability to stoop; to reach; to stand, walk and sit for extended periods of time; to push and pull objects weighing up to 20 pounds; to lift and carry objects weighing up to 10 pounds; to use finger dexterity to operate a computer and other office equipment; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to from less than one foot to up to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position require the ability to climb stairs and to perceive the attributes of objects by touch.

Work Environment

Essential duties of this classification are primarily performed in a highly dynamic office environment, subject to frequent interruptions and a high level of public contact. Maintain a flexible work schedule (days and evenings) to accommodate meetings and deadlines of the City Council and various commissions.

City of Torrance
August 1995

Code: 1145
(Revised)

DEPUTY CITY CLERK

DEFINITION

Under general supervision, the Deputy City Clerk performs complex and responsible support services for the City Clerk and the City Council; works with and supervises an office staff engaged in maintaining official City records, conducting elections, and providing information to the public; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Reports to the City Clerk and is distinguished from the City Clerk in that the incumbent is not an elected official and is not responsible for overall operation of the City Clerk's office. Distinguished from the Records Management Coordinator in that the Deputy City Clerk is responsible for the daily office functions of the City Clerk's office which are not restricted to maintenance of centralized City records. Distinguished from various secretarial classifications in that the Deputy City Clerk is not primarily engaged in performing secretarial duties and does not primarily perform specialized functions related to the taking of meeting minutes.

EXAMPLES OF DUTIES

- Assists the City Clerk in performing those duties prescribed under statutory law, as assigned, such as elections, voter registration, loyalty oaths, preparation and filing of legal notices, document recording, receipt and processing of claims, bid openings, and the handling of Fair Political Practices Commission (FPPC) documents.
- Supervises, trains, evaluates, and works with a staff in establishing, indexing, maintaining, and updating City records, ordinances, and the municipal code as well as in preparing legal notices, resolutions, proclamations, certifications and other official City materials.
- Serves as a public notary for City documents; signs warrants; attests to agreements, contracts and various other documents.
- Provides information to the general public and City departments.
- Coordinates the compilation, processing and distribution of various City Council materials as well as Council and commission minutes.
- Composes correspondence and prepares special studies, statistical analyses and various reports; ensures mathematical, grammatical and procedural adequacy of reports, forms, and other typed materials.
- Assists in organizing and conducting municipal elections and in performing other necessary election-related tasks.
- Operates office equipment and document imaging equipment.
- Assists the City Clerk in preparing the departmental budget, makes recommendations, and monitors appropriations and expenditures.
- Assumes the duties of the City Clerk when absent, including attendance at City Council and various other meetings as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of municipal government administration;
 Municipal filing requirements and records management procedures;
 Supervisory principles and practices;
 Municipal election laws and procedures;
 Procedures for opening, receiving and closing bids for contract services, equipment, materials and supplies;
 Principles and techniques of program budget preparation;
 City government process and applicable municipal codes;
 Political Reform Act reporting requirements;
 Personal computer systems and applicable software programs;
 Document imaging technology and archiving of municipal records;
 Business correspondence, English grammar, vocabulary and spelling.

Ability to:

Work independently and exercise good judgment;
 Maintain confidentiality of records, files and documents;
 Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances;
 Compose, compile and maintain correspondence, resolutions, records, special studies, statistical analyses, and reports;
 Interpret and apply rules, regulations, policies, laws and codes;
 Establish and maintain effective working relationships with fellow employees, City officials, various civic organizations, outside contractors, vendors, and the general public;
 Demonstrate good communication skills and public service focus;
 Follow oral and written instructions;
 Operate a personal computer and document imaging equipment.

EDUCATION/TRAINING/EXPERIENCE

Five years of experience, education and/or training which provides the required knowledge and abilities. Municipal experience and coursework in records management and automated data processing are preferred. Also, designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) is desirable.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License. Possession of a Notary Public License prior to the completion of probation. Maintain a flexible work schedule (days and evenings) to accommodate meetings and deadlines of City Council and the various commissions.