

ASSISTANT CITY CLERK

DEFINITION

To assist the City Clerk in managing and directing operations of the City Clerk's Office; to plan, organize and direct the activities of the department; and to provide highly complex staff assistance to the City Clerk.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Clerk.

Exercises technical and functional supervision over technical and support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the City Clerk in managing and directing the activities of the City Clerk's Office.

Assist in developing department goals and objectives; assist in the development, implementation and administration of policies and procedures.

Develop and implement the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the preparation of the City Council agenda process; review and edit agendas, and related documents associated with the coordination of the City Council agenda items.

Provide staff assistance to City Council.

Prepare the City Clerk's Office budget; assist in budget implementation; participate in the forecast of funds for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; provide input to performance evaluations and discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develop, coordinate, implement and maintain sensitive and confidential City-wide and department automated records, including retention, retrieval, and destruction of records; destroy records according to authorized policies and procedures; respond to requests for public records; and facilitates and manages a City-wide records management program.

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Coordinate and manager video-streaming efforts including recording, and electronic file management of meetings of the City Council and other boards and commissions..

Review immigration documents and visas; process passport applications.

Administer compliance of Fair Political Practices Commission guidelines regarding 700 filings and AB 1234 ethics training; prepare and manage required documentation; explain and interpret guidelines.

Serve as Acting City Clerk as required.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles, practices and procedures of City Clerk functions and requirements and municipal government operations and organization.

Principles, practices, and methods of modern records management policies and procedures and access to public records/information, including rapidly-changing trends in methods and technology.

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.

Budgeting procedures and techniques.

Principles and practices of organizational analysis and management.

Modern office procedures, methods and computer equipment.

Ability to:

Assist the City Clerk in managing and directing operations of the City Clerk's Office.

Exercise sound decision making skills and proper judgment in the handling of sensitive and confidential matters.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know, understand and implement laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain department policies and procedures and rules and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Attend evening and/or special meetings of the City Council and boards and commissions, as required.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

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Experience:

Four years of increasingly responsible experience performing administrative duties in a City Clerk's Office.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, certification as a California Municipal Clerk.

Possession of, or ability to obtain, Public Notary certification.

Possession of, or ability to obtain, designation as a United States Department of State, Bureau of Consular Affairs U.S. Passport Acceptance Agent.

08-25-12

05-27-03

01-22-99

10-01-88

07-01-86 Assistant City Clerk

07-01-79 Deputy City Clerk

10-30-73

03-24-70