

DEPUTY CITY CLERK

DEFINITION

Under general supervision, and in the absence of an on-staff City Clerk, to perform technical work related to all City Clerk functions. Serves as primary custodian of the City's historical, legal, and other official records; and provides information services to the public, City Council, and City staff in a professional manner with impartiality, courtesy, and tact. To prepare, process, and distribute agendas, minutes, ordinances, and resolutions; and to serve as the City's election official and filing officer for the Fair Political Practices Commission. Administers Oath of Office; updates the City's Conflict of Interest Code; receives claims and suits on behalf of the City; serves as Financial Disclosure Officer and as a California Public Records coordinator; maintains compliance with State law regarding the Brown Act; and performs related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Confidential, Unrepresented.

DISTINGUISHING CHARACTERISTICS

In the absence of an on-staff City Clerk, this is the experienced working level Deputy City Clerk classification. This classification may assist the City Manager, City Council, and City Attorney. An incumbent must be willing to attend meetings outside normal working hours and be available to work unusual hours, as necessary. The position allocated to this class exercises a considerable degree of initiative, tact, and mature judgment in the performance of a variety of administrative duties. Duties are performed under minimal supervision and require comprehensive knowledge of City policies and procedures.

REPORTS TO

City Manager, or as assigned.

CLASSIFICATIONS SUPERVISED

Minutes Clerk and other support staff as assigned.

ESSENTIAL FUNCTIONS

Attends City Council meetings and other such meetings where the City Council is designated as the authority; takes notes, records proceedings and prepares and/or reviews official minutes; coordinates and performs agenda follow-up including preparation of official resolutions, ordinances, minutes, official letters, and codification of the municipal code; performs official publication of notices and ordinances and other legal documents; maintains legislative history of City Council meetings through indexing including minutes, ordinances, resolutions, contracts, deeds/easements, and other

documents; directs upkeep and maintenance of official records and assists with developing and maintaining accurate documentation on the indexing, storage, and destruction of City records according to City policy; assists with processing and making arrangements for municipal elections; accepts and processes petitions for referendums and initiatives and registers voters; maintains City Seal; assists with the administration of legal requirements and filings related to conflict of interest statements, campaign disclosure statements, and designated employee economic interest statements; develops and maintains logs of all statements on file; compiles materials and prepares and assists with the preparation of reports, manuals, and publications; prepares and issues notices of meetings; prepares notices and releases of liens and files for recording; attests to ordinances, resolutions, agreements, and other official records; certifies official documents and files documents for recording; attends bid openings and opens sealed bids, and checks bonds; serves as the California Public Records Act (CPRA) coordinator; and provides complex research and retrieval of records and documents for the public and City departments.

The position may be required to provide confidential, highly responsible, technical, and administrative support to the City Council, City Attorney, and other City staff as needed including drafting, composing, and typing correspondence. Gathers information and composes correspondence in reply to various requests, inquiries, and questionnaires; maintains a calendar and schedules appointments for the City Council; makes arrangements for conferences; prepares agenda and agenda materials for City Council meetings; prepares and presents staff reports and correspondence; oversees staffing City boards and commissions, ensuring proper posting of vacancies and appointments; establishes and maintains filing systems; composes general correspondence for Mayor and City Council such as letters of congratulation or commendation; types and publishes news releases; maintains a filing and recall system for the City Council and staff; notifies members and the press for a variety of City Council appointed committees; and operates a variety of office equipment including personal computers and word processing equipment. Will be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Correct English usage, spelling, grammar, and punctuation.
- Principles and practices of records management systems.
- Modern office management practices and procedures including correspondence, filing systems including confidential records management, and the operation of standard office equipment and computers.
- Basic functions and organization of municipal government.
- Legislative duties and responsibilities of the office of the City Clerk.
- California Public Records Act (CPRA).

Ability to:

- Establish and maintain effective relationships with the elected City Clerk and with those contacted in the course of work.
- Maintain confidentiality.
- Employ good judgment and make sound decisions in accordance to established procedures and policies.
- Organize, research, and maintain complex and extensive files and records.
- Learn municipal laws and procedures, election laws, and fair political practices requirements.
- Operate a computer accurately and efficiently and work with various computer software including database and records management programs used in the office of the City Clerk.
- Pay particular attention to detail (detail-oriented).
- Maintain complex records, take accurate notes, and summarize actions from meetings.
- Organize duties and determine priorities in order to meet assigned deadlines.
- Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise.
- Understand and carry out oral and written instructions.
- Type at a net speed of 60 words per minute.
- Take notes and transcribe accurate official minutes.

Increased Responsibility/Added Duties:

- FPPC Conflict of Interest compliance and Secretary of State filings.
- Staff report preparation and finalization for departments.
- Resolution and ordinance preparation and finalization.
- Prepare, publish, and post public hearing and other legal notices.
- Involvement in preparation of agreements for finalization.
- Records destruction; coordinate with all departments for scheduled destruction.
- Research documents for City Council as well as staff and public.
- Increased interaction and support of City Council members.
- Handle (file/process) confidential documents.
- Process documents for recordation.
- Respond to title company request for release of liens for escrow.

- Track department expenses for City Clerk and City Council to monitor expenses against budget allotments.
- Plan and coordinate ceremonial matters and special events.
- Work closely with City Attorney as needed on City Council agenda packet, research, responses to complaints, or public records act requests, etc.

Training and Experience:

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

- Four (4) years of increasingly responsible office experience including considerable public contact.
- Experience in a City Clerk's office or other public agency is highly desirable.

SPECIAL REQUIREMENTS

- Must be willing to attend meetings outside normal working hours and be available to work weekends and evenings as necessary.

Education:

- Equivalent to graduation from high school including or supplemented by specialized clerical or records management courses. Possession of a Bachelor's degree in public or business administration, or a closely related field, is highly desirable.
- Designation of a Certified Municipal Clerk (CMC) is highly desirable.

License:

- Possession of a valid California driver's license.

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