Date Adopted: 7/13/10

CITY OF GLENDORA

DEPUTY CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, provides highly responsible and complex administrative support to the City Clerk; directly plans, organizes, and manages the activities and operations of the assigned functions and services including Administration and areas of Public Services; coordinates assigned activities with other divisions, departments, and outside agencies; serves as acting City Clerk in the City Clerk's absence; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a single class mid-management position reporting to the City Clerk and is responsible for managing the day-to-day operations of the City Clerk's office, including ensuring that actions requiring City Council review or approval are processed in a timely manner. This position has a high level of interaction with the public, other City departments and elected officials, requiring a high degree of administrative and logistical coordination and having a significant potential impact on City operations.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Assists the City Clerk in planning, organizing, controlling, integrating, and evaluating the work of the City Clerk's Office in compliance with federal, state, and local laws, codes, and policies; assists in the development, implementation, and monitoring of long-term plans, goals, and objectives; and participates in managing and directing the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual department goals and work standards. (a b c d e f g h i j k l m o p q r s t u v w x)
2. Works independently and/or in a team environment on assigned services and functions of the City Clerk's Office. (a b c d e f g h i l m o p q r s t u v w x y)
3. Performs assigned functions and services of the City Clerk's Office including boards/committees/commissions program; municipal code; department website; preparation of City Council/Redevelopment Agency agenda and packets, including preparation of all supporting materials for meetings; recording, publication, indexing, and filing City Council/Redevelopment Agency proceedings; follow-up of City Council action; recording/certification of ordinances, deeds, resolutions, and contracts; official noticing to meet legal requirements for public hearings, meetings, ordinances, and bid openings; annexations, lighting and landscape districts,

claims/summons/subpoenas, and vacation/abandonments. (a b c d e f g h i j k l m o p q r s t u v w x)

4. Assists at meetings as required including assisting the public and acting in the absence of the City Clerk. (a b c d e f g h i k o p q s t u v w x)
5. Assists in administration of elections and election related activities and issues; and provides information and assistance related to citizen initiated process such as initiative and recall. (a b c d e f g h j k o q r s t u v w x)
6. Assists in organizing and administering the filings and communications related to Fair Political Practices Commission as well as local campaign ordinances, including campaign disclosures and conflict of interest statements; monitors and reviews filings to ensure reportings are complete and in compliance with specified requirements. (a b c d f h i l q r s t u v w x)
7. Assists with the development and preparation of procedural manuals and department brochures, forms, and handouts, administers oaths of office and certifies official documents. (a b c d e f g h i j k l o q r s t u v w x)
8. Facilitates requests for Administrative records; directs and participates in providing information and access to City records to City staff and the public; conducts research on the more complex inquiries; retrieves and makes copies of City Council/Redevelopment Agency actions and other public documents upon request. (a b c d e f g h i j k l m o p q r s t u v w x)
9. Responds to inquiries from the public, City Officials, and City staff regarding official City actions as well as functions and processes related to the City Clerk's Office. (a b c d e f g h i j k l m o p q r s t u v w x)
10. Ensures that the public is treated in a courteous, efficient, helpful and pleasant manner. (a b d e f g j k s t u v w x)
11. Provides staff assistance to the City Clerk; completes special projects as assigned; represents the City Clerk at various meetings and events; conducts research and analysis and prepares and presents staff reports and other necessary correspondence. (a b c d e f g h i j k l m o p q r s t u v w x)
12. Maintains current knowledge of new trends and innovations related to area of assignment. (a b c d e f g h i j k l m o p q r s t u v w)
13. Assists in imaging, QC (quality control), indexing and refining the search module/criteria of the City's Document Imaging System. (a b c d e f g h i j k l m o p q r s t u v w)
14. Organizes and maintains accurate records. (a b c d e g h i s v w x)
15. May direct others in the performance of related tasks; coordinates work assignments; may supervise, train and evaluate subordinates. (b u v w x y)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Have advanced knowledge of personal computer systems including word processing, spreadsheet and database software; record retention systems; and computerized records storage systems.

b. Apply good judgment and be able to work independently.

c. Learn and apply the various technologies.

d. Modern office management and procedures methods; correspondence procedures; and correct English usage and spelling.

e. Knowledge and understanding of operational characteristics, services, and activities of a City Clerk's Office and general functions of a municipal government.

f. Basic understanding of pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, Government Code, and Municipal Code.

g. Knowledge and understanding of meeting protocol, parliamentary procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body.

h. Knowledge and understanding of organization, functions, procedures and rules of the City Council and Council Committees.

i. Understanding of principles and practices of automated and manual records management, retrieval, and storage.

j. Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.

k. Meet critical deadlines while maintaining sufficient flexibility to meet other office needs.

l. Participate in the development and administration of goals, objectives, and procedures.

m. Research, analyze, and evaluate new service delivery methods and techniques.

n. Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

o. Prepare clear, concise and complete meeting documentation and other written correspondence and reports.

p. Read and interpret complex data, information, and documents.

q. Proofread materials for conformance with City policies and procedures.

r. Analyze and interpret administrative procedures, regulations, legal documents and contracts.

s. Utilize standard office equipment including computers and related software applications.

t. Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.

u. Exercise sound independent judgment within established guidelines.

v. Communicate clearly and concisely, both orally and in writing.

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

x. Understand and follow verbal and written directions.

y. Supervise, train and evaluate subordinates.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Two years of college course work in Public or Business Administration or a related field, and three years of increasingly responsible experience in office management involving complex records management systems, developing agendas, and taking minutes. Experience working in a City Clerk's Office providing support to a City Council, Board, Commission or other body which involved office management, is preferred.

Knowledge and Skill Levels

Working knowledge of the organization and functions of the City Clerk's Office; knowledge of pertinent federal and state laws, ordinances, rules, and regulations; principles and practices of municipal government administration; municipal filing requirements and records management procedures; municipal election laws and procedures; procedures relating to bids for contract services, equipment, materials and supplies; city government process and applicable municipal codes; Political Reform Act reporting requirements; advanced knowledge of personal computer systems and applicable software programs; document imaging technology and archiving of municipal records; and business correspondence, English grammar, vocabulary and spelling.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

Possession of, or obtain within one year of employment, Active Notary Public status.

Designation as a “Certified Municipal Clerk” is highly desirable.

Must be able to attend night meetings when assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, storage containers, and documents weighing up to 25 pounds; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.