



DEPUTY CITY CLERK

Department:	City Manager's Office	Class Code:	1110
Revised Date:	August 2021	FLSA Status:	Non-Exempt

GENERAL PURPOSE: Under direction, coordinates, plans and performs a variety of complex, professional level administrative functions in support to City Manager's Office and City Clerk: performs assigned tasks in a highly sensitive and rapidly changing environment, responds to various types of municipal inquiries; coordinates meetings and travel arrangements; prepares correspondence and other types of documentation; assists in maintaining the City's official records; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provide comprehensive and confidential administrative assistance to City Manager's office and City Clerk, which may include human resources and risk management functions;
- Assist in coordination of activities of the City Manager's office with outside agencies;
- Provides secretarial support to the Planning Commission such as but not limited to preparation and distribution of meeting materials and documentation of meetings, etc.;
- Prepares, reviews and disseminates correspondence, reports, and other types of documentation of a highly sensitive and confidential nature;
- Conducts assigned research, assists in the gathering of information for research and studies; preparation of reports and grant application; and the development of projects;
- Responds to public inquiries in a timely manner and provides general information regarding City policies, programs, and services;
- Provide assistance to City Clerk in coordination and communication with Fair Political Practices Commission (FPPC) regarding conflict of interest reporting;
- Performs the duties of Notary Public; notarizes documents as required by the City and general public;
- Schedules, coordinates, and confirms meetings, appointments, and/or other functions with the City Clerk; updates and maintains departmental calendars; prepares and/or organizes meeting materials and equipment;
- Coordinates and books travel arrangements for the City Manager's office that includes City Council, City Manager, and City Clerk;
- Assists the City Clerk in maintaining the City's official records in accordance with regulatory requirements governing the tracking, all storage, retrieval, and destruction of municipal records;
- Records management functions; updates and maintains departmental records, filing systems, databases, and/or policy manuals; recognizes and maintains various types of confidential information, documents, and materials;

- Conducts a variety of general accounting duties; assist in preparation of department budget, reviews and processes accounts payable invoices;
- Procure and purchase office supplies for City Hall government building;
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Any combination of education, experience and training equivalent to an Associate Degree; AND five years progressively complex and responsible administrative support experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Appointment/Commission as a California Notary Public is desired.

Required Knowledge of:

- City operations, policies, and procedures;
- Functions, policies, and procedures of the City Clerk's Office;
- Regulations governing municipal administrative operations;
- Records management principles and standards;
- Principles and practices of office administration;
- General office equipment and standard computer software applications;
- Customer service standards and protocol.

Required Skill in:

- Coordinating and performing a variety of skilled administrative functions;
- Preparing and maintaining correspondence, agendas, reports, and other documents;
- Assisting in managing and maintaining the City's official records;
- Responding to inquiries and providing customer service to the public;
- Establishing and maintaining cooperative working relationships with other staff, City officials and departments, outside agencies, community organizations and the general public.

Physical Demands / Work Environment:

- Work is performed in standard office environment.
- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, climbing ladders and stairs, working at heights, and lifting of objects up to 25 pounds.