

SENIOR DEPUTY CITY CLERK

DEFINITION

Under general supervision, coordinates with the City Manager's Office and City departments in preparing the City Council meeting agenda, prepares notices for City Council meetings and public hearings, and manages the records of the Office of the City Clerk and performs high level research.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Clerk or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Senior Deputy City Clerk is an advanced-level class responsible for independently performing administrative duties related to agenda and records management. Senior Deputy City Clerk is distinguished from Deputy City Clerk in that the latter performs more routine administrative duties within a framework of standard policies and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Coordinates the City Council agenda preparation by working with the City Manager's Office, City Attorney's Office and City departments. Ensures the City Council meeting agenda and all supporting documents are posted to the City's website consistent with the Brown Act.

Performs complex research of public records requests and administrative work requiring the exercise of initiative and independent judgment.

Coordinates the appointments to various Boards and Commissions in cooperation with the Mayor's Office and other departments.

Conforms ordinances and resolutions; processes documents subject to the Mayor's veto.

Administers oaths of office.

Coordinates attendance at mandatory training including the Ethics Program (AB 1234) for the City Councilmembers.

Responds to requests from the City Council and other City employees.

Administers the filing of Statement of Economic Interest (Form 700) upon assumption and separation of office as well as annual statements; updates the designated filers bi-annually.

Coordinates the Employee Service Awards Ceremony with various departments and Personnel Services Division and ensures adequate supplies of service awards are available.

Maintains the City of Fresno records retention schedule; reviews destruction requests prior to approval.

Provides training to department records coordinators on recordkeeping systems and processes adhering to the applicable retention schedule.

Oversees the City's Records Center.

Receives and screens visitors and phone calls; provides information on department activities, functions, policies, and procedures as required.

Assists in meetings of the City Council, Boards and Commissions and other Council Committees and subcommittees; prepares the agendas; takes and transcribes minutes of meetings.

Maintains complex files; explains policies, procedures and regulations.

May provide lead direction.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL FUNCTIONS

Knowledge of:

Procedures and operating details typically performed in a city clerk's office.

Principles of excellent customer service.

Principles of report writing and business letter writing.

English usage, spelling, grammar, and punctuation.

Requirements of the Brown Act, City Charter, records management practices, election code, and City Council meeting procedures.

Records management principles

Skill to:

Use computers and computer software applications.

Engage in public contact and community relations.

Manage multiple tasks and deadlines.

Make decisions in accordance with various laws, rules and regulations.

Perform legislative duties under stressful circumstances where it is required to observe and enforce deadlines.

Ability to:

Communicate effectively, orally and in writing.

Work cooperatively and effectively with other departments, outside agencies, elected officials, and the general public.

Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply state and local legislation.

Work independently in the absence of supervision.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Possession of a high school diploma, GED or equivalent;

AND

Thirty (30) semester units from an accredited college or university in public administration, business administration or a related field and four (4) years of increasingly responsible administrative experience, which includes recordkeeping

and file maintenance. An additional year of experience may be substituted for the required education. Experience within a public agency is highly desirable.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 8/1/2018

NEW: 8/1/2018