

ASSISTANT CITY CLERK

DEFINITION

Under general direction, coordinates and manages the day-to-day activities of the City Clerk's Office; performs technical and administrative work of considerable difficulty in planning, coordinating, and managing the functions of the City Clerk's Office.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Clerk. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Assistant City Clerk is a first-line supervisory class responsible for coordinating and managing the day-to-day activities of the City Clerk's Office including its divisions such as Election Services, Legislative Services, Customer Service, Public Information, and related functional responsibilities, to develop, prepare and monitor the department's annual budget, and to train, supervise and evaluate assigned personnel. The incumbent provides administrative and office supervision assuring that the daily activities of staff are performed in a timely and efficient manner. Performs complex administrative work requiring initiative and good judgment, and the ability to work well with city staff and the public. The City Clerk's Office is responsible for the publication, filing, indexing, and safekeeping of all the proceedings of the City Council. This class differs from City Clerk in that the latter is a Council-appointed officer responsible for planning, organizing, directing, and coordinating the administrative and operational activities of the office. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Manages and coordinates the day-to-day activities of the City Clerk's Office including supervising and assisting in the assignment, training and evaluation of office staff.

Prepares Council Chambers for meetings; may attend meetings of the City Council, Boards and Commissions and other Council Committees and subcommittees; prepares the agendas; takes minutes and edits for completeness and accuracy; coordinates the publication and filing of proceedings; reviews Council actions and dictates synopsis, correspondence and/or reports related to such meetings.

Supervises the execution of legal requirements relating to conflict of interest statements, campaign statements and designated employee statements pursuant to the Political Reform Act of 1974; keeps abreast of changing legislation relating to the Political Reform Act of 1974; disseminates changes to municipal candidates and designated personnel.

Utilizes various computer applications and software packages; operates a variety of automated record keeping systems; compiles and develops information necessary to generate routine and special reports, memoranda, and related materials.

Supervises the execution of legal requirements pursuant to state and municipal codes as a result of Council initiated public projects.

Performs the duties of the City Clerk in his/her absence.

Develops, supervises and participates in the development and installation of new programs, procedures, and automated clerical systems.

Assists in developing, preparing, and monitoring of the department's annual budget.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of assigned functions, programs, and operations of a City Clerk's Office.

Principles and practices of public administration, and the functions and procedures of city government.

Applicable Federal, State and local laws, codes, ordinances, rules and regulations, such as the Brown Act, Rosenberg's Rules of Order and Political Reform Act.

Municipal laws and procedures as they apply to the Municipal Code and City Charter.

Methods and techniques of supervision, training, and motivation.

Principles of business letter writing and report preparation.

Modern office management, procedures, practices, and equipment.

The Election Laws of the State of California.

Methods and techniques of public relations.

Research methods and techniques.

Record management systems, principles and practices.

Accounting and budget procedures.

Skills to:

Use a computer and applicable software applications.

Ability to:

Develop and implement advanced clerical procedures.

Assign, supervise, evaluate, coach and train subordinate personnel.

Interpret, apply and explain applicable laws, codes, ordinances, rules and regulations.

Prepare clear, concise and complete minutes, correspondence and other reports, and ability to analyze reports of a general or technical nature.

Understand and follow complex written and oral instructions.

Prepare and transcribe notes; and ability to take notes during meetings, and transcribe correspondence as required.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Demonstrate thoroughness and accuracy, and ability to review documents for completeness.

Establish and maintain effective working relationships with employees and the general public.

MINIMUM QUALIFICATIONS

Education:

Completion of 60 units from an accredited college or university with major coursework in Public or Business Administration, or a closely related field; and

Experience:

Four years of increasingly responsible clerical or administrative experience, including one year of experience in a lead or supervisory capacity. Additional qualifying experience may be substituted for the education on a year-for-year basis up to a maximum of two years.

Special Requirement:

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

APPROVED: _____
Director of Personnel Services

DATE: _____