



Position Description

**DEPUTY CITY CLERK**

**GENERAL PURPOSE**

Under general direction, perform the full range of confidential and complex office administration to support the City Clerk function, act as the City Clerk in his/her absence, and perform a variety of duties relative to assigned area of responsibility. This is a Fair Labor Standards Act (FLSA) non-exempt position.

**SUPERVISION RECEIVED**

Works under the supervision of the City Clerk, or designee.

**SUPERVISION EXERCISED**

May supervise part-time staff and volunteers, as required or as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Provide varied technical, complex, specialized, and confidential office administrative support to the City Clerk and other City departments.

Assist in the preparation of City Council agendas, minutes, actions, ordinances, and resolutions. Assist in coordinating with other departments in preparing the agenda for City Council meetings, coordinate the collation and distribution of agenda packets.

Attend City Council meetings as needed. Prepare official minutes, resolutions, and ordinances for archiving.

Perform various duties required for the publication, filing, indexing, and safeguarding of all City Council proceedings. Maintain accurate and up-to-date records, logs and files including legislative history of City Council actions. Compose and prepare correspondence advising various individuals of City Council actions.

Assist in planning and conducting City municipal elections as required by state law and other legal requirements of the City Clerk's Office. Process election candidate filing materials and attend election-related seminars conducted by San Mateo County Elections Division on an annual basis with the City Clerk.

Act as the City Clerk in his/her absence.

Act as Notary Public.

Assist in the maintenance of an archives area, or vault, for permanent City records; maintain an index of records located in the archives; retrieve records for staff and/or public when needed.

Assist in planning, implementing, and managing the City's records management program including the maintenance of a records retention schedule covering all City records based on legal requirements of the State and other codes. May maintain official City Records management systems and agenda management systems. Develop and update records retention policies and procedures, and review policy for potential changes on an annual basis. Perform complex records management activities, including assigning record codes to documents, imaging and/or filing, storage, and destroying of City records. Assist other departments with the destruction of City records in compliance with the City records retention policy.

Prepare, receive, review, and process various reports and records.

Ensure compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act. Review and monitor legal requests for records. Ensure that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.

Works in conjunction with the City Attorney's Office and City Clerk's Office respond to public records requests from the public by letter, telephone and in person regarding City Council action and records. Research information for public or City staff when necessary.

Notice, advertise and calendar public hearings. Prepare a variety of other notices in accordance with City, State, and Federal law. Assist other departments with legal advertisements, and schedule special meetings with the City Council on behalf of the City Manager's office, if requested.

Certify ordinances, resolutions, agreements and other official documents and administer oaths of office. Perform proof of living services/foreign pension certification for residents as needed.

Compose and publish agendas and notices for regular or special meetings, public hearings, public bids and openings. Ensure compliance with legal guidelines. Adhere to proper legal noticing procedures. Prepare and maintain log of legal notice posting and publication.

Process release of bonds relating to bids, release bid bonds when all proper documents are in order and received.

Assist in the preparation and administration of the department budget. Monitor expenditures and recommend modifications or adjustments as necessary.

Organize, administer, maintain, and monitor all required California Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.

Assists the City Clerk and commission liaisons with commission recruitments, orientations, receptions, and general guidance and support. Review and approve all agendas and minutes for proper formatting and language for all Committees, Boards and Commissions. Perform recruitment for vacancies on all Committees, Boards and Commissions and assist the City Clerk with management of the bi-annual Appreciation Event for Committees, Boards and Commission Members on behalf of the City Council.

Update the City Clerk, City Council and Commission websites. Publish agendas and minutes in compliance with the Brown Act to the city website.

Perform other duties as assigned.

### **PERIPHERAL DUTIES**

Serves as a member of various employee committees, as assigned.

Perform a variety of office administrative tasks including ordering supplies, arranging for meetings and transmitting information.

Participate in various committees as assigned; attend and participate in professional group meetings; stay abreast of new developments within assigned area of responsibility.

Attend regional, state and other trainings related to the City Clerk profession.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of**

Operations, services, organizational procedures, and activities of the City Clerk's Office and City government; principles and practices of current office administration, procedures, methods and equipment including computers and word processing spreadsheet applications; methods and techniques of research and analysis; word usage, spelling, grammar and punctuation; principles of business letter writing and basic report preparation; basic mathematical principles; principles and procedures of financial record keeping and reporting; pertinent federal, state and local codes, laws and regulations; governmental budgeting; procedures and practices of records management; principles, practices, and procedures related to public agency record keeping and the City Clerk function; automated and manual records management principles and practices, including legal requirements for recording, retention, storage,

and disclosure; organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions; applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, California Fair Political Practices Commission (FPPC) procedures and regulations, and election laws and procedures; public documents including contracts and ordinances; municipal elections processes and procedures; techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to**

Maintain a variable work schedule based on needs of the City Clerk's office; follow oral and written instructions, communicate concisely and effectively both orally and in writing, and keep records; establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; demonstrate sound judgment, timeliness, initiative and independence; provide responsible secretarial and office administrative assistance to the City Clerk; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; interpret and apply administrative and departmental policies and procedures; analyze and interpret administrative procedures and regulations, legal documents and contracts; research, compile and summarize a variety of informational materials; independently prepare correspondence and memoranda; prepare clear and concise reports, documents and correspondence; learn budgetary principles and practices; respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility in an appropriate and professional manner; operate office equipment including computers and supporting word processing and spreadsheet applications; type and/or enter data at a speed necessary for successful job performance; learn and implement a variety of computer software applications, including specializes software for meeting agenda preparation and document imaging; maintain accurate records and files; use specialized filing system for City records and documents; ability to work as a team member or independently with minimal or no supervision; establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience**

High School Diploma or equivalent. Associate of Arts (AA) or Associate of Science (AS) degree in public administration, business administration, or related field is highly desirable.

Four (4) years of increasingly responsibility office administration, office management, preferably in a City Clerk's office or public agency.

### **SPECIAL REQUIREMENTS**

Ability to obtain and maintain valid California State Driver's License.

Notary Public Commission issued by the California Secretary of State within six (6) months of appointment.

Certification as a Certified Municipal Clerk (CMC) is highly desirable.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including various software; calculator, copy and fax machine; phone; mobile radio; automobile.

### **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of the job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, climb or balance; stoop, kneel, crouch, or crawl. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid

conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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