



CLASSIFICATION SPECIFICATION ASSISTANT CITY CLERK

JOB SUMMARY:

Under direct supervision of the Chief City Clerk, the Assistant City Clerk is responsible for a variety of complex projects such as records management, public information, public engagement, and assisting with municipal elections; acts as a lead in the day-to-day operations of the department including the processing and preparation of council agendas and materials; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Assistant City Clerk is responsible for managing City documents, City Council agendas, public records requests, responding to official and public inquiries relative to the conduct of elections, and other administrative matters. This class differs from the Chief City Clerk due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Compiles and edits correspondence, reports, memoranda, and other documents such as contracts, legal documents, special forms, council agendas, resolutions, and ordinances; serves as the recording secretary for City Council meetings; and ensures that minutes are prepared in a timely manner and submitted for City Council approval.
- Assists in the administration of elections and election related activities and issues; provides information related to citizen initiated processes such as initiative and recall; and advises public officials, candidates, and the public regarding election campaign matters.
- Assists with the organization and administration of filings and communications related to the Fair Political Practices Commission including campaign disclosures and conflict of interest statements; monitors and reviews filings to ensure reports are complete and in compliance; administers oaths of office; and certifies official documents.
- Facilitates requests under the Public Records Request Act; provides information and access to City records to staff and the public; ensures the proper maintenance and retrieval of official documents such as City Council/Agency/Commission actions upon request; and reviews minutes and legislative history to index actions of the City Council.
- Closely assists with the planning and coordination of Citywide records management projects including records retention and storage; oversees the imaging, indexing, and refining of the search module/criteria for the City's document imaging system; and confers with staff on improvements and/or enhancements to data applications and systems.

- Responds to inquiries from the public, elected officials, and City staff regarding official City actions, functions, and processes related to the City Clerk's Department.
- Provides supervision and training for subordinate staff, as needed; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Pertinent federal and state laws, ordinances, rules, and regulations that are integral to the City Clerk's Department including the Brown Act, Political Reform Act, Public Records Act requests, agenda packet preparation, elections, and other related areas; office administrative practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and apply complex federal, state, local laws, codes, and regulations; analyze situations carefully and adopt effective courses of action; and respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in the area of responsibility.
- Prepare clear and concise technical, administrative, and complex reports including accurate tables, schedules, summaries, and other materials in statistical and narrative form; examine and verify a variety of documents; and establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, or a closely related field.
- Five years of increasingly responsible analytical and administrative experience in a City Clerk's Department or similar organization, with at least two years of experience in a supervisory or lead capacity.
- Coursework within the last five years approved by the International Institute of Municipal Clerks (IIMC) or Continuing Education for Public Officials (CEPO) is desirable.

Licenses and Certifications:

- Designation and ability to maintain status as a Certified Municipal Clerk (CMC) is required.
- Ability to obtain a Notary Public License within six months of employment is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: May 22, 2017