

ASSISTANT CITY CLERK

DEFINITION

To perform professional administrative, technical and supervisory assistance in the City Clerk's Office; perform the duties of the City Clerk in the absence of the City Clerk and attend City Council and Redevelopment Agency meetings; and to assist in detailed procedures relating to municipal elections.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Clerk.

Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Act as the City Clerk in the absence of the City Clerk.

Attend City Council, Redevelopment Agency, Housing Authority, Public Financing Authority and Industrial Development Authority meetings; record actions and prepare official minutes.

Supervise the preparation, assembly, and distribution of City Council agendas and agenda packets.

Prepare, post and distribute notices of public meetings or hearings.

Assist City Clerk in organizing and conducting municipal elections.

Process Charter amendments; codify ordinances and update the Municipal Code; insure that disclosure requirements are met under the Political Reform Act and the Conflict of Interest Code.

Assist in the preparation and administration of the department budget; monitor expenditures.

Acknowledge official signatures and administer oath of office.

Research and analyze complex legal and administrative issues; prepare recommendations.

Assist in annual Board and Commission member training.

Maintain and update the department procedures manual, elected officials handbook, and the election results handbook.

Provide responsible, professional, and technical assistance in the evaluation, development, administration and implementation of City and department programs, goals and objectives, and procedures.

Coordinate and supervise the activities of support staff and departmental operations.

Plan and implement employee training; evaluate employee performance.

Respond to requests for research and information from the City Council, City staff and the public regarding City Codes, ordinances and established policies and procedures.

Compile data for administrative and public reports.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Municipal organization and functions of City departments.

Principles and practices of management.

Records management methods.

Applicable federal, state and municipal laws, regulations policies and procedures.

English usage, spelling, grammar, and punctuation.

Principles and practices of supervision, training and performance evaluation.

Modern office procedures, methods, computer equipment and software applications related to assignment.

##### Ability to:

Perform a wide variety of administrative duties on behalf of the City Clerk with minimal or no supervision.

Assist in the planning, organizing and directing of the functions of the City Clerk's Office.

Understand, interpret, explain, and apply related laws, regulations, policies and procedures.

Analyze situations accurately and develop effective courses of action.

Use computer software programs and hardware and other technology pertinent to area of specialization.

Supervise, train and evaluate assigned staff.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience providing administrative support to a City Council, Board, Commission or other governing body. Supervisory experience, elections experience, and/or experience working in a City Clerk's office are highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field. Certified Municipal Clerk designation desired.

PHYSICAL ACTIVITIES

Work is sedentary to light and primary work is performed in a sitting position at a desk. . Typical tools used are pencil, pen, telephone, calculator, computer, printer and fax which require motor skills sufficient to repetitively twist head, upper body, arms, grasp, write, keyboard, and handle papers; may lift or carry weight of 25 lbs of less.

WORKING ENVIRONMENT AND CONDITIONS

Primary work is performed within an even-floored, carpeted, and air-conditioned office environment with florescent lighting and a moderate noise level. Some movement is required from office-to-office and there is occasional exposure to the external environment when going to outlying offices or meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquires.

Hearing and speech acuity sufficient to communicate in person and by means of a telephone. Visual acuity sufficient to read alphabetical and numerical data from desk and other nearby areas.

5/8/01