

CITY OF EMERYVILLE

Established: May 2002

Amended: February 2018

TITLE: DEPUTY CITY CLERK

FLSA Status: Non-Exempt

Job Code: 1747

DEFINITION

The Deputy City Clerk performs a variety of highly responsible and complex clerical, technical, and routine administrative duties in the City Clerk's Office. Prepares agendas and minutes, assumes the administrative and statutory responsibilities of the City Clerk in the Clerk's absence, and performs other work as assigned.

CLASS CHARACTERISTICS

This classification is responsible for a variety of functions within the City Clerk's department. The incumbent will coordinate the preparation and distribution of the agendas for the City Council, Successor Agency, Oversight Board and Joint Powers Agreement (JPA); finalize official resolutions, ordinances and minutes; coordinate the City Clerk's section of the City's web site; act as the daily liaison to the City's government access cable channel operator; oversee the Community Advisory Committee recruitment and appointment process; fulfill requests under the Public Records Act; assist in administering the City's records management system; and assist with municipal elections. The Deputy City Clerk may attend City Council meetings in the absence of the City Clerk. This class is distinguished from the City Clerk in that the latter has overall responsibility for the management and administration of all aspects of the City Clerk's Office. This position is at-will, and serves at the pleasure of the City Manager.

EXAMPLES OF DUTIES

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

- Perform a wide variety of complex, responsible, technical and confidential clerical, administrative, and statutory duties;
- Perform administrative projects for management personnel;
- Research and compile background data;
- Maintain records and files regarding department administrative activities;
- Screen calls, visitors and mail;
- Respond to moderately complex requests for information;
- Interpret and explain city and department policies, rules, and regulations in response to inquiries;
- Refer inquiries as appropriate;
- Assist in developing department policies and procedures in order to meet department objectives;
- Assist the City Clerk with municipal elections, including issuance of nomination papers and serving as filing officer for required FPPC documents;
- Using the City's agenda management system, prepare agendas, assemble meeting packets, and make them available both electronically and in hard copy according to best practices;

- Attend meetings, take and transcribe minutes as needed, and prepare follow-up correspondence
- Schedule matters for consideration by City Council;
- Prepare required public notices for commission vacancies;
- Write and process agendas, minutes, ordinances, resolutions, staff reports, and legal advertisements;
- Perform records management duties, including sorting, filing, indexing, purging, and scanning
- Conduct research and retrieval of documents in paper and digital form;
- Arrange for the recording of deeds, easements, rights-of-way, ordinances, and other legal documents with the County Recorder as directed;
- Respond to public records requests as required by the California Public Records Act;
- Build and maintain positive working relationships with coworkers, other city employees and the public, using principles of good customer service;
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation;
- Modern office methods, procedures, computer equipment and software;
- Business letter writing and report writing;
- Pertinent government organizations, functions, policies, rules, and regulations, including the Ralph M. Brown Act, the Maddy Act, the Fair Political Practices Act, the California Public Records Act, and the California Elections Code;
- Principles and practices of office administration and departmental operations;
- Principles and practices of records management, including retention and destruction policies and use of computerized scanning and retrieval programs.

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
- Observe, identify, and problem solve office operations, and procedures;
- Understand, interpret, and explain department policies and procedures;
- Communicate clearly and concisely, both orally and in writing; compose general correspondence, letters, and reports, ordinances, and resolutions;
- Skillfully handle multiple tasks and responsibilities involving the use of independent judgment, prioritization ability and personal initiative;
- Maintain efficient and effective department filing systems and databases, utilize automated records management software;
- Prepare for and perform set-up for City Council meetings, making sure that details are handled;
- Interpret and apply administrative and departmental policies, laws, and rules;
- Use, and train others to use, current state of the art technology, such as audio/visual equipment, iPads/tablets, personal computers, and phone systems

- Use at a high level specialized and/or customized software solutions, including Microsoft Word, Excel, Outlook, Laserfiche, Dropbox; and the Granicus Suite of products including Media Manager, Live Manager, Legistar and iLegislate.
- Use or become proficient in the use of Civic Plus for calendar management, document upload, subscription notification system, and webpage development and maintenance
- Learn and operate new software and hardware as required;
- Accurately perform keyboard entry at a minimum speed of 35 words per minute;
- Analyze situations carefully and adopt effective courses of action; plan, organize, and schedule priorities in the office;
- Establish and maintain effective working relationships with those contacted in the course of work.
- Handle confidential information with professional demeanor and discretion;
- On a continuous basis, sit at a desk for long periods of time, intermittently, twist and reach office equipment, write or use a keyboard to communicate through written means, occasionally run errands, lift and carry weight of 15 pounds or less;

Experience and Education

Two years of college in any coursework with business administration or related field desirable; four years of increasingly responsible secretarial and clerical experience involving frequent public contact. A Certified Municipal Clerk designation, or significant progress toward certification are preferred. Experience in a City Clerk's Office is highly desirable.

OTHER REQUIREMENTS

A valid California driver's license is required. Must be willing to attend meetings outside normal working hours, and be available to work weekends and evenings as necessary. Incumbent will be required to obtain, and thereafter maintain, a Notary Public license within one (1) year of appointment to the position.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Education: Equivalent to an Associate's degree from an accredited college with courses in public administration, records management, public policy or a closely related field, and

Experience: Two years of professional and administrative experience in a City Clerk's Office or related organization. Additional experience, as outlined above, may be substituted for the college requirement on a year-for-year basis.