



DEPUTY CITY CLERK

DEFINITION

Under general direction, performs highly responsible statutory and administrative functions as delegated by the City Clerk. Assists in the administration of municipal elections, City Council/Estero Municipal Improvement District (EMID) Board of Directors agenda management and follow up, Fair Political Practices Commission reporting, records and data management and statutory obligations; provides information and service to the public and City/District departments; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Communications Director/City Clerk. Exercises direct supervision over volunteers and part-time staff as assigned.

CLASS CHARACTERISTICS

This class performs a wide range of responsible routine and complex administrative duties specific to the Office of the City Clerk. The position works independently and with minimal direction and follows projects through completion. The Deputy City Clerk is distinguished from other City office administrative classes in that it requires in-depth knowledge of and the ability to interpret comprehensive laws, rules and regulations related to all municipal legislative and election functions and statutory obligations of the Office of the City Clerk.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with the review, compilation, publication, and distribution of City Council/EMID Board agenda packets; ensures completeness of items approved by City Council/EMID Board, such as ensuring completion of Minute Orders, Resolutions, and Ordinances, meeting Minutes, and legislative history.
- Plans and organizes the City Council/EMID Board of Directors/ Community Development Agency meetings.
- Monitors and administers replies to Public Records Act requests.
- Assists with the administration of elections, including candidate and campaign finance form filing.
- Participates in the development, implementation and monitoring of goals and objectives of the City Clerk's Office.
- Ensures compliance with government codes for records retention and destruction; assists with the preparation of records retention schedules and administers the storage, retrieval, and destruction of documents; coordinates the city-wide document imaging program and maintenance of electronic records and records storage systems; analyzes and evaluates records management technology.
- Administers oaths and notarizes City/District/CDA and public documents.
- Researches and compiles information from various sources; prepares reports and correspondence.
- Interprets and explains ordinances, policies and procedures and ensures the appropriate distribution and release of information.
- Assists in the development and administration of the City Clerk's budget; obtains, compiles, and develops data and summaries; monitors budget expenditures; prepares department payroll.

- Trains, and directs assigned temporary and volunteer staff; reviews work in progress and upon completion.
- Attends inter-departmental, community and professional meetings.
- Prepares and publishes legal and public notices in coordination with City departments.
- Assists with administration of the City's committees, including the appointment process, compilation and distribution of reference materials, maintaining Oaths, etc.
- Processes agreements/contracts and notarizes and records documents.
- Answers questions and provides copies of City documents to City staff and the public; conducts research and retrieves information and documents for City staff and the public.
- Researches and assembles information from a variety of sources for the completion of specialized forms and preparation of reports.
- Receives and screens visitors and telephone calls, providing general and specialized information.
- Types correspondence, reports, resolutions, contracts, agreements, specialized forms, technical and statistical material and confidential documents from drafts, notes, or brief instructions; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations; enters and retrieves data and compiles reports using a computer.
- Organizes and maintains office and specialized files in accordance with the City's records management program.
- Schedules meetings; coordinates arrangements and sets up meeting rooms; notifies participants; prepares and assembles meeting agendas and other materials.
- Maintains index of resolutions, ordinances, deeds, contracts/agreements, and other official documents.
- Attends to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date.

QUALIFICATIONS

Knowledge of:

- The organization and functions of a multi-jurisdictional municipal agency, including the role of the City Clerk/Board Secretary, elected City/District Officials and appointed commissions and committees.
- Laws affecting the operation of the City Clerk's function, including public information, municipal elections, and records retention and destruction.
- Applicable records and file storage and management systems.
- Proper telephone etiquette, techniques, and procedures.
- Procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Principles and procedures of record keeping and filing.
- Mathematical principles.
- Basic principles of business letter writing and basic report preparation.
- City and mandated safety rules, regulations, and protocols.
- Effective methods of supervision.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs to conduct, compile, and/or generate documentation.

Ability to:

- Perform a variety of office support and clerical duties and activities of a general and specialized nature create clear concise written correspondence.
- Review and analyze processes, procedures and policies and make effective recommendations for change; function independently and make decisions based on sound judgment affecting areas of responsibility within established guidelines and consistent with applicable law or code.
- Compile, maintain, process, and prepare a variety of records and reports and perform record searches quickly and accurately.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Make accurate arithmetic calculations.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Understand and follow oral and written directions; respond professionally and effectively to changing priorities.
- Plan and organize work to meet changing priorities and deadlines.
- Read, analyze, and interpret laws, codes, rules, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Direct and review the work of assigned staff.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; make effective oral presentations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade supplemented by course work in public administration or a closely related field, and five (5) years of increasingly responsible clerical experience in a municipal organization of which at least two years have involved providing administrative office support services at the division or departmental level in a public agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, and a good driving record, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in

work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.