

DEPUTY CITY MANAGER/CITY CLERK

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Clerk's Office, including administration, election management, the legislative function, archiving of public records and public information, and filing officer services; oversees human resources and risk management programs; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the City Manager and the City Council; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct and general supervision over administrative support staff.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the City Clerk's Office functions and activities, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager and City Council in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council and Council-Manager form of government, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL 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.

- Assumes full management responsibility for all programs, services, and activities of the City Clerk's Office, including administration, public information, human resources, risk management, election management, and records management.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the City Clerk's Office
- Assists in the development, administration, and oversight of the assigned budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with appropriate standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees on

performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates City Clerk's Office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.
- Plans, manages, and conducts municipal elections and special elections; ensures compliance with the California Elections Code, Political Reform Act, and other government codes; serves as filing officer for the Fair Political Practices Commission (FPPC) for campaign disclosure filings; maintains election documents for public inspection; administers and files oaths of office.
- Oversees the operations of the Town-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legally compliant retention schedules for Town records; develops and updates records retention policies and procedures; researches Town documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Maintains custody of the Town Seal, ensuring authentication of only approved documents.
- Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures 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 Town is upheld.
- Serves as the Clerk of the City Council; attends meetings and oversees the recording of all official proceedings; prepares public notifications, agendas, minutes, and other documents; ensures the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- Administers the public hearing process for the City Council; supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Serves as Filing Officer for the Political Reform Act.
- Manages the codification and distribution of revisions to the Municipal Code.
- Administers and manages human resources, risk management, and labor relations programs for the Town.
- Relieves City Manager and City Council members of a variety of administrative details by assisting with duties of an advanced, complex, and sensitive nature; plans, organizes, and carries out administrative assignments and special projects related to the City Manager's office, including assisting with budget preparation, developing, composing, typing, editing, and proofreading a variety of confidential documents; schedules meetings between City Manager and City Council members and other groups or organizations.
- Represents the Town to elected officials, community groups, outside agencies, and the public; explains and interprets departmental and/or Town programs, policies, and activities; responds to difficult and sensitive public inquiries and complaints; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays informed of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect City Clerk operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budget development, Town-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk function.
- Principles, practices, and techniques of human resources in a public agency setting.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Automated and manual records management principles, procedures, and practices, including legal requirements for recording, retention, and disclosure.
- 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, FPCC procedures and regulations, and election laws and procedures.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide administrative and professional leadership and direction to the City Clerk's Office and the Town.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the Town.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- 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 graduation from an accredited four-year college or university with major coursework in public or business administration or a related field and five (5) years of increasingly responsible secretarial or administrative experience in a municipal government agency, including at least two (2) years experience in a City Clerk's department.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Certified Municipal Clerk certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in 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 ELEMENTS

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.