

DEFINITION:

Under direction, assists the City Clerk in planning and coordination of overall operations, supervise City Clerk's staff. Supervise and participate in maintenance of all official municipal documents. Assist in development and implementation of systems and procedures.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Assistant City Clerk include, but are not limited to, the following:

1. Assume full authority and responsibility to act on behalf of the City Clerk (an elected official) in his/her absence; act and make decisions affecting policies procedures and personnel for the City Clerk's Department and Records Division

Measures: The Department operates smoothly and required tasks are accomplished within prescribed policies, procedures and governing laws.

2. Provide direct and indirect supervision and training of personnel; coordinate and evaluate workload allocation.

Measures: Staff carries out assigned tasks smoothly and efficiently.

3. Prepare probationary and annual Personnel Performance Evaluations for staff according to prescribed policies and procedures.

Measures: Evaluations are completed timely and personnel have a clear understanding of performance expectations.

4. Coordinate Fair Political Practices Commission (FPPC) Annual Conflict of Interest Statements and Semi-Annual Campaign Statements, for elected officials and others as required; coordinate Local Agency Biennial Notice for Designated Employees' filing, and monitor State mandates as they pertain to the Conflict of Interest Code. In addition, the Assistant City Clerk is required by law to file a Statement of Economic Interest with the FPPC.

Measures: Statements are filed accurately and timely and forwarded to appropriate agencies.

5. Coordinate maintenance of automated subject code index including assisting City departments in determining coding of files.

Measures: Index meets the needs of all departments and insures efficient retrieval of all documents.

6. Perform word processing and note taking services for the City Council and City Clerk including drafting communications, City Council Reports, ceremonial resolutions, commendations,

proclamations, and related documents; attend Council and Agency meetings as needed; prepare/edit agendas, public hearing notices, and minutes.

Measures: Accuracy, speed and quality of content.

7. Assist staff and other departments in interpreting City Municipal Code, City policies and procedures.

Measures: Provides correct answers.

8. Respond to public inquiries and/or complaints that cannot be resolved at a lower staff level, and assist in responding to Council Members' needs.

Measures: Accurate information, courtesy.

9. Provide complex research of records and documents for public and departmental requests.

Measures: Accurate retrieval of information in a timely fashion.

10. Identify needs for further improved automation and efficiency of current programs and assist City Clerk in establishing goals and objectives for operation of City Clerk's Department.

Measures: Meets the public's needs efficiently through foresight and careful planning.

11. Assist in development and preparation of departmental budget, and act as department budget officer; oversee operation of the budget.

Measures: Accurate budget projections and monitoring methods to insure efficient use of funds.

12. Perform other duties as assigned within the scope of the job classification.

## QUALIFICATIONS:

### Knowledge of:

Municipal Code; sections of Government Code; Elections and Fair Political Practices Commission laws; budget process; municipal government procedures; effective written, verbal and interpersonal skills; and computers and word processing software.

### Ability to:

Interact effectively with the public and employees. Supervise lower level classifications; review and edit work produced by support staff; train and orient new employees; coordinate special projects with other departments; and assist in development and implementation of systems and procedures; and type 50 wpm net.

### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include an Associate of Arts Degree from an accredited college, university, or equivalent.

Experience:

Typical experience would include three years relevant secretarial experience and one year supervisory experience.

REV 8/00  
REV 9/01  
REV 7/11