

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. The Assistant City Clerk assumes full authority and responsibility to act on behalf of the City Clerk (an elected official) in his/her absence; to 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. Provides direct and indirect supervision and training of personnel; coordinates and evaluates workload allocation.

Measures: Staff carries out assigned tasks smoothly and efficiently.

3. Prepares 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. Coordinates Fair Political Practices Commission (FPPC) Annual Conflict of Interest Statements and Semi-Annual Campaign Statements, for elected officials and others as required; prepares Local Agency Biennial Notice for Designated Employees' filing, and monitors 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. Gathers data from department personnel and prepares the City Clerk's Monthly Activity Reports and Annual Report including Business License Program revenue, Dog License Program operation and other departmental statistics

Measures: Information is presented in appropriate format and prepared accurately and timely.

6. Maintains 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.

7. Performs word processing, and provides stenographic services for the City Council including drafting communications, City Council Reports, ceremonial resolutions, commendations and proclamations for the Mayor, and related documents.

Measures: Accuracy, speed and quality of content.

8. Assists staff and other departments in interpreting City Municipal Code, City policies and procedures.

Measures: Provides correct answers.

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

Measures: Accurate information, courtesy.

10. Provides complex research of records and documents for public and departmental requests.

Measures: Accurate retrieval of information in a timely fashion.

11. Identifies needs for further automation and monitors current programs and required changes, and assists 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.

12. Assists in development and preparation of departmental budget, and acts as department budget officer; oversees operation of the budget.

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

13. Performs related duties as assigned.

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.

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. Knowledge of word processing software and type 60 wpm net, and shorthand at 80 wpm net is desirable.

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