



Deputy City Clerk

Department/Division:	Management Services/City Clerk's Office
Reports To:	City Clerk/Senior Deputy City Clerk
Provides Direction To:	N/A
Bargaining Unit:	Unrepresented
Exemption Status:	Exempt
Employment Status:	At-Will
Date Prepared:	December 20, 2018
Date Revised:	N/A

GENERAL PURPOSE

Under general supervision, provides complex administrative and secretarial support for the City Council, City Clerk and City Manager's Office; independently organizes and completes assigned tasks; handles confidential matters and community relations; establishes and maintains city records management and file systems; and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk is distinguished from the Senior Deputy City Clerk, who has broader responsibility for the assisting management of all City Clerk's Office programs and services. The Deputy City Clerk is differentiated from other jobs in the administrative support series given its work with specialized City records, and elections support functions, and the need to advise City staff on records requirements.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Greets visitors, receives calls, and responds to e-mail inquiries; sorts, screens, and distributes incoming department mail to appropriate personnel; prepares requests for payments and reconciles billing and Purchase card statements for office supplies and materials; and prepares and maintains departmental budget records.
2. Assists the Senior Deputy City Clerk with the coordination and the preparation of agenda forecasts, agendas, comments/eComments, correspondence, and staff reports and the collation of agenda packets for City Council meetings.

ESSENTIAL FUNCTIONS (continued)

3. Posts notices of City Council meetings; prepares and publishes elections notices and Board and commission vacancies; schedules bid and Request-For-Proposal deadlines.
4. Sets up City Council Chambers and conference room for City Council meetings; arranges snacks and refreshments; arranges audio-visual recording of meetings.
5. Assists in the conduct of City elections, voter registration, bid openings, the administration of oaths, preparation and filing of legal notices, the recording of documents, and other official City Clerk's Office functions.
6. Assists the City Clerk in the coordination of AB1234 Ethics Training and Fair Political Practices Commission filings such as tracking and providing Economic Statements of Interest for designated employees, commissioners, and City Council members.
7. Assists with bi-annual elections by preparing notices and resolutions for publications, completing updated contracts for elections consultants, selecting poll workers, preparing ballots for walk-in voters, and verifying signatures.
8. Maintains and updates rosters for boards and commissions and submits informational requirements.
9. Prepares all commendations, proclamations, various certificates and awards as requested by City Council.
10. Submits adopted ordinances for codification and publishing. Updates and distributes Municipal Code supplements to various departments.
11. Administers records management and off-site storage program, including appropriate control over the maintenance, protection, retention and disposition of records in accordance with legal and operational requirements, such as minutes, ordinances, resolutions, contracts, agreements, and other public and staff documents.
12. Assists with the processes, researches, and responses to records requests and inquiries from the public, staff, and City Council pertaining to City actions, laws, procedures, records and documents; accepts, date stamps, logs, and forwards legal filings to City Attorney.
13. Prepares and types a variety of routine correspondence including letters, statements, and proclamations, including documents for County recording; proofreads materials for accuracy and completeness and compliance with regulations and procedures.
14. Coordinates claims, summons, subpoenas, and liability claims against the City, including document handling with City Staff, City Attorney, and claims adjusters.

15. Oversees and assists with the implementation of systems used internally and by the public (GovQA, Granicus/Legistar, OnBase).
16. Process of Public Records Act request Citywide to ensure the response on a timely manner by following the state guidelines and deadlines.
17. Uses City website and other software to edit and post Council Meeting agendas, videos and notifications.
18. Acts as City Clerk and/or Senior Deputy City Clerk while they are away at conferences.

QUALIFICATIONS GUIDELINES

Knowledge of:

California Government Code; California Elections Code; Fair Political Practices Act; California Public Records Act; Municipal Code; ethics codes; rules and procedures governing the notice and conduct of public meetings; administrative and clerical procedures; records management practices; correct English usage, including spelling, grammar and punctuation; basic functions of public agencies, including the role of an elected Council and appointed boards and commissions; customer service techniques.

Ability to:

Operate computer hardware and modern office equipment and use word processing, spreadsheet, and specialized records software; operate optical document imaging system; type at the net rate of 45 net words per minute; organize tasks, set priorities, and meet deadlines; assist with election proceedings; organize and administer records management program; communicate effectively, both orally and in writing; prepare complete and accurate records and reports; follow oral and written instructions; maintain sensitive and confidential information; establish and maintain effective working relationships with staff, management, City and County elected and appointed officials, vendors, the general public, and others encountered in the course of work.

Education/Training/Experience:

High School graduation or G.E.D. equivalent is required. Specialized training related to City Clerk legislative, administrative, and records management procedures, is desirable. Two (2) years of responsible records management and administrative support experience is required, preferably within a City Clerk's Office.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

Must obtain Certified Municipal Clerk (CMC) certification within three (3) years of appointment.

The employee must attend City Council meetings.

Certification as a California Notary Public is highly desirable.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning; establish priorities and work on multiple assignments concurrently; meet filing deadlines; and interact appropriately with staff, management, City officials, elections representatives, vendors, general public, and others in the course of work.

WORK ENVIRONMENT

The employee constantly works in an office environment with controlled temperature settings.