



## Senior Deputy City Clerk

Department/Division:	Management Services/City Clerk's Office
Reports To:	City Clerk
Provides Direction To:	Deputy City Clerk and Administrative Staff
Exemption Status:	Exempt
Employment Status	At-Will
Date Prepared:	November 17, 2016
Date Revised:	November 1, 2018

### GENERAL PURPOSE

Under general supervision, coordinates and assists with agendas, elections, and public records requests; assists City Clerk by performing administrative, legislative and records management functions; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Senior Deputy City Clerk is distinguished from the City Clerk, who has broader responsibility for the management of all City Clerk's Office programs and services. The Senior 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. Monitors and assists with the tasks involved in maintaining official records and legal documents, including agenda, minutes, ordinances, resolutions, contracts, agreements, deeds, and other legal documents and official records of the City Council.
2. Provides direction and support to City Departments regarding agenda posting requirements, parliamentary procedures, Voting Rights Act, Public Records Act, preparation of agenda forecasts, agendas, comments/eComments, correspondence, and staff reports and the collation of agenda packets for City Council meetings.
3. Posts notices of City Council meetings; oversees, prepares and publishes elections notices and Board and commission vacancies; schedules bid and Request-For-Proposal deadlines.
4. Makes presentations to the City Council and/or represents the department at meetings of boards and commissions, management staff meetings, task forces, and community and business groups, as assigned.

## **ESSENTIAL FUNCTIONS (continued)**

5. Administers and 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 Fair Political Practices Commission filings such as tracking and providing Economic Statements of Interest for designated employees, commissioners, and City Council members.
7. Coordinates 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. Monitors, maintains and updates rosters for boards and commissions and submits informational requirements.
9. Assists with preparation of commendations, proclamations, and various certificates and awards.
10. Submits adopted ordinances for codification and distributes and tracks draft code supplements with various departments.
11. Stays abreast of legal trends affecting the City Clerk's Office, including state, federal and local regulations regarding elections, Political Reform Act, FPPC regulations, the Ralph M. Brown Act, the Maddy Act, Public Records Act and other related legislation.
12. Processes, researches, and responds 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. Proofreads materials for accuracy and completeness and compliance with regulations and procedures.
14. Oversees and coordinates claims, summons, subpoenas, and liability claims against the City, including document handling with City Staff, City Attorney, and claims adjusters; notarizes public documents for City business purposes.
15. Oversees implementation of systems used internally and by the public (GovQA, Granicus/Legistar, OnBase); provides training and technical/functional directions to staff.
16. Administers the process of Public Records Act requests Citywide to ensure the response on a timely manner by following the state guidelines and deadlines.
17. Trains, evaluates and supervises assigned staff; schedules and monitors staff's work performance.
18. Assists with the preparation and administration of the two-year department budget, cost allocation, year-end, Five-Year Forecast, Mid-Year and Fee Study Report.

19. Oversees and supports Citywide records management, including retention and destruction policies; assists in complying with government codes for a comprehensive records management program.

20. Assists in the daily operations of the City Clerk's Office; performs duties and responsibilities of the City Clerk in his or her absence.

## **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. Four (4) 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 possess an active Certified Municipal Clerk (CMC) certification.

Possession of a Master Municipal Clerk (MMC) designation is desirable.

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.