



CITY OF HALF MOON BAY

Job Specification

Class Title: Deputy City Clerk

Status: Non-Exempt

Department: Clerk

Reports To: Clerk

Employee Group: International Union of Operating Engineers Local No. 39

Adopted by City Council/Resolution Number:

Modified:

DEFINITION

The Deputy City Clerk is responsible for performing tasks that support the day-to-day operations of the City Clerk's office. The position assists with a variety of functions including the City's records management program, election administration, conflict of interest statements, public records requests, City Council agendas, the processing of a variety of legal documents, and analytical related work as assigned. When needed, the position serves as the acting City Clerk in the City Clerk's absence.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the City Clerk.

IMPORTANT AND ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):

- Performs a variety of routine and complex clerical, secretarial, and administrative work in direct support of the City Clerk.
- Assists with maintenance of the official records and documents of the City Council in good order, including but not limited to resolutions, ordinances, contracts, deeds, and minutes.
- Assists in the administration of the standard operating policies and procedures of the department.
- Assists with the coordination of municipal elections, candidate handbooks, and other elections related documentation; assists with processing candidate paperwork and coordination with county election office.
- Assists with coordinating the response to public records requests pursuant to state law.
- Assists in the maintenance of an archives area for permanent City records; retrieves records for staff and public when needed.
- Prepares for and provides support to the City Clerk in preparation of agendas and minutes and may attend regular and special City Council meetings as directed; maintains official files and records of Council proceedings and actions.
- Assists with the preparation and advertising of meeting agendas, bids, and other advertisements, legal notices of public hearings, and special meetings.

- Conducts research, compiles information, and prepares reports and correspondence; reviews and distributes other reports.
- Posts public notices, bulletins, and contracts; assists with preparation of proclamations, ordinances, and resolutions.
- Is responsible for follow-up on City Council actions and directives.
- Maintains records of appointments to all committees, boards, and elected positions.
- May serve as Notary Public.
- Provides quality customer service.
- All other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Records management and maintenance methods and principles.
- State and municipal administration and recording regulations, practices, policies and procedures.
- Official and original records and documents organization, maintenance and system policies, procedures and techniques.
- Modern office equipment, software and database systems and methods.
- Standard office practices.
- Effective methods of communication including verbal, written and electronic.

Skill to:

- Prepare agendas and meeting packets.
- Take and transcribe accurate minutes
- Interpret codes and laws related to City records.
- Maintain City records, including filing, storage and retrieval and disposal.
- Develop effective interpersonal relationships with a variety of people.
- Use computers, databases, and related software

Ability to:

- Perform analytical work with minimal supervision.
- Manage, plan, organize and maintain City Council and City official and original reports, plans, documents, contract agreements, and bids.
- Make appropriate records management and maintenance and automation system recommendations in compliance with municipal, state, and federal regulations, codes and requirements.
- Prioritize work assignments and coordinates work to meet scheduled deadlines.
- Perform basic arithmetical computations and input data with accuracy.
- Identify errors of discrepancies in documentation; compare and match related documents.
- Implement departmental policy and procedures.
- Operate a computer using word processing and spreadsheet software.
- Exercise sound judgement.
- Communicate clearly and concisely both orally and in writing.
- Establish, maintain and foster good working relationships with others.
- Obtain California Notary Commission within first 2 years.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

The equivalent of an associate's degree in public administration or business administration, technical records management or a related field. Certification as a Certified Municipal Clerk or Certified Records Manager may be substituted for the Associate's degree.

Experience:

Four years of progressively responsible experience in a City Clerk Department or in records management and a proven track record of performing analytical work.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

WORKING CONDITIONS

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class " C " Driver' s License.