

City of Watsonville

Job Description



JOB TITLE: ASSISTANT CITY CLERK

DATE APPROVED:

DEPARTMENT: CITY CLERK

SUPERSEDES: Assistant City Clerk

REPORTS TO: CITY CLERK

SUPERVISION: Receives administrative direction from the City Clerk. May exercise direct supervision over assigned administrative support personnel.

EMPLOYEE UNIT: MANAGEMENT

FLSA: Exempt

JOB SUMMARY:

Under the direction of the City Clerk, the Assistant City Clerk assists in planning and organizing the daily operations of the City Clerk's office. Serves as the City Clerk in his/her absence, manages elections; manages records management software and records requests, reviews contracts, accepts and reviews claims, provides administrative support to the Council and provides services as a member of the department's management team; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Assistant City Clerk has considerable latitude, with the primary focus on day-to-day management and administration of the operations. It is distinguished from the City Clerk in that the City Clerk has overall responsibility for the department. The Assistant City Clerk is further distinguished from the Deputy City Clerk, in that the Deputy City Clerk is primarily responsible for clerical, technical, and administrative support services.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serve as Assistant City Clerk to the City Council; attend and open regular and special city council meetings as assigned; assist in posting, mailing and publication of legally required notices of public hearings including City Council, committees, and special agencies and authorities' meetings in accordance with the Brown Act, City Charter and Municipal Code.
- Provide analytical, legal, and administrative support to the City Attorney's Office.
- Prepare and distribute agendas, materials, minutes and records of meetings in proper legislative terminology; distribute information as requested; responsible for the cataloging and filing of City records; codify and maintain the City's Municipal Code.
- Manage Municipal elections, both regular and special; assist in managing the receipt and processing of petitions relating to initiatives, recalls and referendums.
- Assist with Council candidates nomination process.
- Act as filing officer for local campaigns and conflict of interest statements; and assist in administering the provisions of the Political Reform Act.

- Respond to citizen inquiries and resolves difficult and sensitive complaints; provide notary service to City documents, City staff and the general public; prepare City Council reports, memoranda, correspondence, and other informational materials.
- Oversee City Boards and Commissions; conduct recruitment, notice advertisements, and process applications.
- Select, train, motivate and evaluate City Clerk's Office personnel; provide or coordinate staff training and work with employees to correct deficiencies
- Develop and administer the office budget; assist in directing the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Provide highly responsible administrative and technical support to the City Council.
- Manage all City records requests covered under the Public Records Act.
- Independently compose ordinances, resolutions, and prepare clear reports and correspondence.
- Receive and manage claims and lawsuits filed against the City.
- Represents the department in interdepartmental and interagency projects in the absence of the City Attorney and/or City Clerk or as directed
- Monitor, analyze, and report on the effects of legislation and judicial actions on assigned program areas of responsibility.
- Analyzes issues and prepares reports for submission to the City Council
- Perform legal and/or general research utilizing online resources, document management systems, and print materials; research may include contacting other external agencies and organizations; prepare written correspondence.
- Review data and documents, and identify relevant, confidential, sensitive, privileged, and/or protected information; may redact appropriate data and maintains document logs.
- Maintain and update Office Law Library and other research materials.
- Maintain Records Retention Schedule and assist departments with questions pertaining to records destruction.
- Provide complex research and retrieval of records and documents for the public and City departments.
- Interpret and apply City and department policies, procedures, rules and regulations; and explain various rules and regulations relating to City Clerk operations.
- Provide training to employees regarding various functions of the City Clerk's operations including records retention, agenda process, City legislative procedures, contracts processing, and other areas.
- Manages City Clerk's Office technology.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Respond to the more difficult complaints and requests for information from the public and City staff and research requested information and determine appropriate resolutions.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of government City Clerk functions and requirements.

- Applicable federal, state and municipal codes, laws and regulations related to City Clerk duties and public meetings.
- Election laws and procedures and political reform requirements.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern methods of records management, including legal requirement for recording, retention, and disclosure.
- Principles and techniques budgeting procedures and techniques.
- Principles and practices of risk management in particular contract/leases administration.
- Principles and practices of official record keeping and management; modern office procedures and computer equipment.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of work safety.
- Business English, spelling and arithmetic.
- Principles of business letter writing and report preparation.
- Methods and techniques of public relations.

Ability to:

- Organize work, set priorities, and meet deadlines related to scheduling, and coordinating City Clerk operational activities; and to act as the City Clerk in his or her absence.
- Analyze work papers, reports, and projects; know laws, regulations and codes; problem solve department related issues and explain and interpret policies and procedures; review municipal codes; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Learn the City's Municipal Code.
- Assist in the preparation, conduct and certification of municipal elections.
- Participate in managing an efficient records management system, including staying current with computer and electronic methods of indexing, classifying, storing, and retrieving documents and records.
- Interpret and apply municipal laws and procedures including State law regarding, the Public Records Act, Brown Act, Political Reform Act, the Government Code, and Election Code.
- Analyze and interpret complex legal documents and contracts and administrative procedures and regulations.
- Assist in the development and monitoring of the City Clerk budget.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect; work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound, independent judgment within general policy guidelines.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Operate personal computer with proficiency and familiarity and type at a speed necessary for successful job performance; be comfortable learning new software.

PHYSICAL REQUIREMENTS:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to sit, bend, talk and hear. The employee frequently is required to use hands to press, handle, or feel. The employee is required to stand and walk and to lift or move up to 30 pounds and regularly required to drive. Specific vision abilities required by this job include close vision and ability to adjust focus.

This position typically works in indoor conditions. The employee frequently works near video display. The employee is regularly exposed to outside weather conditions. The noise level in the indoor work environment is usually quiet, while the outdoor environment is occasionally loud. This position may be required to work long and varied hours, including evenings and/or weekends if required; work under pressure and time constraints.

TRAINING AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management or a related field is required.

Acceptable Substitution

Seven years of extensive relevant experience working in a City Clerks' Office, possession of Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC), or completion of the Technical Training for Clerks (TTC) may be substituted for college degree.

Experience:

Four years of progressively responsible experience performing responsible and complex administrative office work using state of the art technology in a local government agency and Administrative and supervisory or project management, preferably in a City Clerk's Office.

LICENSE & CERTIFICATION:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or ability to obtain Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC) or completion of the Technical Training for Clerks (TTC).