

ASSISTANT CITY CLERK

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DEFINITION

Under general direction from the City Clerk, assists the City Clerk in planning, managing, and coordinating all activities, services, and statutory functions of the City Clerk's Office; oversees elections administration, agenda management and publication, records management, passport acceptance facility program services, and public transparency functions; serves as Acting City Clerk as required in the absence of the City Clerk, including attending City Council meetings; supervises assigned staff; and performs related duties as assigned.

DISTINGUISHING FEATURES

This is a single-position class responsible for providing routine management assistance to the City Clerk and exercising a high level of independent judgment in coordinating day-to-day operations of the Office. The position functions as second-in-command, performing statutory and regulatory duties in the City Clerk's absence, and provides oversight for specialized programs including municipal elections, legislative agenda management, public records management compliance, and manages the Passport Acceptance Facility Program. The role requires extensive knowledge of municipal operations, legislative procedures, elections law, and public records requirements.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Assists with planning, organizing, and conducting municipal elections; interprets and applies provisions of the California Elections Code; ensures legal compliance.
2. Reviews and updates policies and procedures to remain current with elections law, Fair Political Practices Commission (FPPC) regulations, Political Reform Act, Public Records Act, Brown Act, and Sunshine Ordinance.
3. Attends meetings, trainings, and conferences to maintain current regulatory knowledge.
4. Oversees preparation, review, posting, and distribution of City Council agendas and related materials.
5. Attends City Council meetings and prepares accurate official minutes.
6. Manages agenda follow-up: execution and distribution of resolutions, ordinances, codification of municipal code, legislative tracking, and correspondence.
7. Manages noticing, advertising, and calendaring of public hearings; ensures legal posting/publication requirements are met.
8. Administers the Records Management Program; oversees retention, storage, protection, and destruction of records.
9. Administers the Public Records Act portal; coordinates and responds to Public Records Act requests.
10. Serves as Passport Program Manager; supervises and trains Acceptance Agents; ensures compliance with U.S. Department of State requirements, including audits and annual recertification; quality-checks passport applications.
11. Oversees departmental webpages and serves as the Administrator for specialized software programs, including programming workflows, templates, user creation, support and training.

12. Assists with departmental budget preparation, monitoring, and administration.
13. Oversees purchasing, vendor contracts, accounts payable/receivable, and revenue reporting.
14. Provides notary services and attestation functions.
15. Administers the City's Civil Marriage Ceremony Program as a Deputy Marriage Commissioner.
16. Responds to public inquiries and resolves complaints.
17. Oversees Cable Television Studio operations, including staffing, calendaring, and budget.
18. Ensures reliable live broadcasting/webcasting of City meetings and events.
19. Supervises Passport Acceptance Agents, Office Assistants, and Cable Studio Technicians.
20. Plans, assigns, reviews, and evaluates staff work; provides training; supports hiring processes.
21. Serves as Acting City Clerk in the City Clerk's absence.
22. Conducts research on complex legal, administrative, and legislative matters.
23. Prepares reports, summaries, and correspondence.

Other Duties

24. Serves as Acting City Clerk in the City Clerk's absence.
25. Supports special projects, policy updates, and operational improvements.
26. Provides guidance on meeting technology to staff.
27. Coordinates with external agencies, publishers, and media partners.
28. Performs related duties as assigned.

WORKING CONDITIONS

- Work is performed in an office or station environment.
- Extensive computer work, document review, and Audio/Visual (A/V) broadcast equipment
- Sustain a high work -load and meet tight deadlines.
- Requires attendance at regular evening meetings
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent public and customer interaction which may include interacting with upset staff and the public in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, standard office equipment, notary tools, and Audio/Visual (A/V) equipment.
- Vision abilities or ability to interpret, read, and maintain various documents, such as files and reports, in electronic and non-electronic formats.
- Reach with hands and arms; repetitive movements of hands or wrist; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist. .
- Hearing and speaking to present and exchange information and communicate in person and by telephone with governing bodies, stakeholders, and relevant departments and partners.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major coursework in public administration or business administration or related field. Certified Municipal Clerk (CMC) designation is highly desirable.

Experience: Five years of progressively responsible administrative or records experience, including at least three years of supervisory or lead experience in a public agency records environment or in a City Clerk's Office.

Knowledge

Knowledge of operations, functions and statutory duties of a municipal City Clerk's Office; municipal government organization and operation; pertinent federal, state, and local laws, codes and regulations such as the Brown Act, Public Records Act, Fair Political Practices Commission requirements, the Political Reform Act, the Elections Code, and the City's Sunshine Ordinance; principles and practices of municipal records management and of electronic and manual records and archival management, including both electronic and physical records systems; legislative procedures and agenda management systems; working understanding of elections administration; budget development, financial reporting, and customer service methods, along with effective supervisory practices; audio/visual broadcast operations used for public meetings; requirements and procedures of the Passport Acceptance Program; modern office practices and procedures; modern office equipment including transcription machines and applicable computer software and operating programs; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; business letter writing and report preparation; and various document formats and presentations including complex official documents.

Ability

Ability to effectively provide to coordinate and administer the full range of operational and statutory functions within the City Clerk's Office in compliance with established laws, rules and regulations; serve as Acting City Clerk as required; manage election processes, Public Records Act requests, and legislative workflows effectively; provide notarial services and duties as a Deputy Marriage Commissioner; perform both complex and routine administrative work with speed and accuracy; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet multiple deadlines and make sound decisions; take notes and accurately summarize meeting actions; prepare clear, accurate minutes, reports, and correspondence; write clearly, spell, and use proper grammar; effectively operate a variety of modern office equipment including computers, transcription machines, computer equipment and designated software and operating systems; effectively operate City Council Chamber recording and public address systems; interpret and apply complex and established laws, rules, regulations and codes accurately and consistently; prepare complex records and reports; work effectively under pressure, with frequent interruptions and high-volume demands; use initiative and exercise independent judgment, discretion, and maintain confidentiality; deal with complex and confidential information; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with public officials, employees and the general public; and supervise, train, and evaluate assigned staff.

Other Requirements

Notary Public or ability to obtain within six months of appointment, and maintain as a condition of employment.

Ability to obtain within six months of appointment and maintain as a condition of employment, appointment by the County of Alameda as a Deputy Marriage Commissioner.

Ability to obtain within six months of appointment and maintain as a condition of employment, Passport Acceptance Agent certification.

Willingness and ability to work an irregular shift and attend night meetings to support City Council meetings, elections and other departmental functions.

Possession of Certified Municipal Clerk certification is desirable.