

DEPUTY CITY CLERK

DEFINITION

Under general supervision, performs administrative and technical support for the City Clerk's Office including agenda preparation, records management, legislative compliance, elections, Council meeting support, Public Records Act (PRA) request processing, passport acceptance, marriage ceremonies, and notary services; serves as Acting City Clerk as required; provides responsible administrative support in the City Clerk's Office regarding maintenance of official City documents and records, and the execution of official functions and activities; performs para-professional work involved in the development, coordination and execution of administrative operational activities of the City Clerk's Office; performs other related work as required.

DISTINGUISHING FEATURES

This is a single-position, journey-level classification that supports full City Clerk operations by performing advanced administrative, legislative, and records management duties requiring independent judgment.

Work in this class is characterized by para-professional specialization in municipal code and records administration and by responsibility for participating in the administration of municipal clerk functions, and for oversight of assigned functions and services of the City Clerk's Office, including exercising City Clerk signatory authority as assigned.

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. Prepares City Council agendas, packets, and postings in accordance with the Brown Act and/or Sunshine Ordinance.
2. Verifies material submitted for the Agenda Packet is complete, accurate, presentable, and contains all necessary signatures and attachments - notifies appropriate department and secures corrections/changes as necessary.
3. When assigned, Attends City Council or other public meetings; takes and drafts minutes of proceedings from either handwritten notes or recording device(s) and transcribes minutes for review by City Clerk; manages speaker timing.
4. Maintains electronic/physical records: ordinances, resolutions, contracts, minutes, Municipal Code.
5. Drafts reports, notices, correspondence; ensures legal accuracy.
6. Processes Public Records Requests.
7. Administers passport program, including appointments, application review, and photos.
8. Serves as Deputy Marriage Commissioner; schedules/performs ceremonies.
9. Provides Notary Public services.
10. Supports elections through Fair Political Practices Commission (FPPC) filings, candidate documents, logistics.
11. Provides customer service to various stakeholders; routes inquiries; handles confidential information.
12. Processes accounts payable/receivable using City's financial management system; prepares deposits and payroll.
13. Provides lead direction and training for clerical staff.
14. Provides technical support for agenda and meeting software, digital recording and streaming tools, virtual conferencing applications, and related audio-visual systems.
15. Administers the appointment process to fill vacancies on City Boards and Commissions.

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Other Duties

16. Serves as Acting City Clerk in the City Clerk's absence

17. Recommends suggestions and modifications to improve the records management program.

18. Receives, files, and retrieves documents ensuring documents are maintained in accordance with applicable policies and regulations.

19. Performs related duties as ~~required~~ assigned.

- ~~2. Assists in the overall coordination of City Clerk functions and activities; oversees assigned functions and services of the City Clerk's Office.~~
- ~~3. Performs difficult and responsible document production and data organization through the use of personal computers and a variety of other office equipment.~~
- ~~4. Prepares a variety of materials including minutes, reports, and correspondence that are complex, technical and/or sensitive.~~
- ~~5. Establishes and maintains complex files and record keeping systems including data storage and retrieval systems involving ordinances, resolutions, official minutes and other public records; maintains and updates Municipal Code books, records and postings.~~
- ~~6. Provides for the publication, filing, indexing and safeguarding of all City Council proceedings.~~
- ~~7. Participates in compilation of agenda items; prepares draft agendas for meetings of the City Council and other bodies.~~
- ~~8. Attends City Council meetings and prepares official meeting minutes; prepares draft minutes for review and finalization.~~
- ~~9. Provides information, routes inquiries, resolves complaints; interprets and explains policies and procedures and ensures the appropriate distribution and release of confidential or sensitive information; acts as liaison with other departments and other agencies.~~
- ~~10. Develops and issues various legal notices in accordance with City, State and Federal laws; drafts various documents and verifies accuracy of references to policies, procedures, rules and regulations.~~
- ~~11. Assists in arranging and conducting City elections, including coordination of the distribution and collection of forms and statements of the Fair Political Practices Commission.~~
- ~~12. Assists with and where assigned, administers, monitors, and ensures compliance with assigned functions and services of the City Clerk's Office including Conflict of Interest Code, Brown Act, Politician Reform Act, Public Records Act, and Fair Political Practices Commission regulations, and the City's Sunshine Ordinance.~~
- ~~13. Oversees and coordinates the City's Civil Marriage Ceremonies Program; serves as a Deputy Marriage Commissioner authorized by the County to perform civil marriage ceremonies.~~
- ~~14. Participates in overseeing and coordinating operation and administration of the City's Cable Television Studio and webcast which provides live broadcasts of City meetings and events and other audio and visual products and services.~~
- ~~15. Provides notary and attestation services.~~
- ~~16. Compiles and researches information from various sources; prepares reports and summaries.~~
- ~~17. Performs arithmetic calculations; may prepare cost estimates and coordinate or process departmental payroll and other fiscal transactions; prepares departmental payroll and coordinates accounts payable activities.~~
- ~~18. Exercises City Clerk signatory authority as assigned.~~
- ~~19. Assists in departmental budget preparation and budget administration.~~

~~Coordinates clerical work activities and determines work priorities and methods; provides lead direction and training for clerical employees; may supervise assigned staff~~

WORKING CONDITIONS

- Work is performed in an office or station environment.
- Extensive computer work, document review, and 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.

R: 8/15/2018

RY: Human Resources Department

3/24/263/5/262/23/262/18/262/17/26

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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 and 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: Equivalent to completion of an Associate of Arts Degree in public administration, ~~or~~ business administration, political science, records management, or a related field; ~~supplemented by records management training. Certified Municipal Clerk training or equivalent Coursework or certification in records management, municipal clerk studies, or public sector administration~~ is highly desirable.

Experience: Two years of progressively-increasingly responsible administrative support experience which included public contact. Experience working in a public agency records office or in a City Clerk's Office is highly desirable.

Knowledge

Knowledge of modern office practices and procedures; basic accounting principles related to accounts payable, accounts receivable, deposits, and payroll supports; municipal government organization and operation; the purpose and functions of the legislative bodies; the functions and organization of a municipal clerk's office; pertinent federal, state, and local laws, codes and regulations such as the Brown Act, Public Records Act, Fair Political Practices Commission filing regulations; agenda preparation, minute-taking practices, and legislative workflow systems; modern office equipment and specialized equipment including transcription machines, meeting-support tools, digital media platforms, and audio-visual equipment, and applicable computer software and operating programs; records management principals, retention schedules, filing, indexing systems, archival practices, and cross-referencing methods; customer service methods, techniques for handling sensitive or confidential information; 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 administrative support in the City Clerk's Office; exercise City Clerk signatory authority as assigned; oversee assigned functions and services of the City Clerk's Office, including administration of public records requests, elections filings, passport processing, and marriage ceremonies; prepare accurate minutes, legislative records, and accurately summarize meeting actions; write clearly, spell, and use proper grammar; effectively operate a variety of modern office equipment and meeting-support technology, including computers, designated software and operating systems, transcription machines, computer equipment and designated software and operating systems, and City Council Chamber recording and public address systems; effectively operate City Council Chamber recording and public address systems; interpret and apply established City policies, procedures, laws, regulations, contracts, ordinances, and legal retention requirements; ~~procedures and codes~~; prepare complex records and reports and maintain accurate electronic and physical records systems; perform arithmetic calculations; provide information and organize material in conformance with policies and regulations; summarize written material and interpret a variety of documents including contracts and ordinances; work effectively under pressure, meet deadlines, and manage multiple priorities with frequent interruptions; use initiative and exercise independent judgment; deal with complex and confidential information; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance and adapt to evolving operational needs; communicate professionally and effectively; establish and maintain effective working relationships with public-elected officials, employees and the general public; coordinate clerical work activities and determine work priorities and methods; provide lead direction and training to clerical staff, and supervise assigned staff.

Other Requirements

~~Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.~~

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 evening meetings to support City Council meetings, elections and other departmental functions.

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