

ASSISTANT CITY CLERK

DEFINITION

Under general direction provides routine management assistance to the City Clerk in planning, managing and coordinating all activities, functions and services of the City Clerk's Office; performs other related work as required.

DISTINGUISHING FEATURES

This is a single position class and the work is characterized by expectation to exercise considerable independent judgement in routine matters and to take final action on affairs involving the day-to-day operation of the City Clerk's Office. In the absence of the City Clerk, the Assistant City Clerk exercises signatory authority normally granted to the City Clerk, and performs other statutory duties as required.

EXAMPLES OF DUTIES

1. Supervises, coordinates and participates in the preparation and distribution of agendas and related materials for City Council and other assigned meetings.
2. Attends City Council meetings and prepares official meeting minutes; ensures adherence to established meeting procedures and rules.
3. Oversees and coordinates City Council agenda follow-up including execution of official resolutions, ordinances, minutes, codification of the municipal code, official correspondence to and from the City Council, and legislative history databases.
4. Plans, directs and reviews the work of staff, sets work priorities, coordinates and schedules assignments; assists in the development of goals; reviews and evaluates work methods and procedures and prepares recommendations for improvement.
5. Manages and maintains the Records Information Management System, including appropriate control over the protection, retention and destruction of records in accordance with legal and operational requirements, including maintaining the database of files.
6. Assists the City Clerk with the organization and conduct of municipal elections, and in interpreting provisions of the Election Code and ensuring elections are conducted lawfully.
7. 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, Fair Political Practices Commission regulations, and the City's Sunshine Ordinance.
8. Participates in managing the noticing, advertising, and calendaring of public hearings; prepares, processes, and arranges for the posting and publication of legal documents.
9. Oversees and coordinates operation and administration of the City's Cable Television Studio which provides live cablecast of City meetings and events and other audio and visual products and services, including staffing, calendaring and budget oversight.
10. Participates in administering and coordinating the City's Civil Marriage Ceremonies Program; serves as a Deputy Marriage Commissioner authorized by the County of Alameda to perform civil marriage ceremonies.
11. Provides notary and attestation services.
12. Researches complex legal and administrative matters; prepares summaries, reports and correspondence.
13. Responds to public inquiries, provides information, and resolves complaints.
14. Maintains current knowledge of laws, codes, and regulations pertinent to the functions of the City Clerk's Office including those related to records management, conduct of municipal elections, and public meetings; reviews and revises policies and procedures; may attend meetings and conferences.
15. Serves as Acting City Clerk as required
16. Participates in departmental budget preparation and budget administration.
17. Supervises, trains and evaluates assigned staff.

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 training or equivalent is highly desirable.

OR

- Completion of an Associate of Arts Degree in public or business administration, supplemented by records management training.
OR
- Graduation from high school supplemented by college level coursework in areas such as office management, public administration, or business administration.
AND
- Certified Municipal Clerk training or equivalent is highly desirable.

Experience: Depending on education, professional training or certification, two to five years of progressively responsible supervisory or lead administrative or management assistance and administrative support experience three years of which includes supervisory or lead administrative experience in a public agency records office or in a City Clerk's Office.

Knowledge

Knowledge of operations, functions and services of a City Clerk's Office; municipal government organization and operation; pertinent federal, state, and local laws, codes and regulations; principles and practices of municipal records management and of electronic and manual records and archival management; 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 routine management assistance to the City Clerk in planning, managing and coordinating all activities, functions and services of the City Clerk's Office in compliance with established laws, rules and regulations; serve as Acting City Clerk as required; 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 deadlines and make sound decisions; take notes and accurately summarize meeting actions; 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 established laws, rules, regulations and codes; prepare complex records and reports; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgment; 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

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.

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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.

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JK: Human Resources Department

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Willingness and/or ability to work an irregular shift and attend night meetings.

Possession of Certified Municipal Clerk certification is desirable.