

# CITY OF SOLANA BEACH

## DEPUTY CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision of the City Clerk, and within a framework of policies and procedures, performs a variety of supervisory, administrative, and supportive functions, including the processing of the legislative process, assisting in the operation of the records management program, aiding in the administration of municipal elections, executing certain duties in the absence of the City Clerk,, and related duties, as required; support the citywide front desk operations by ensuring coverage, all involving various degrees of difficulty and complexity.

### **CLASS CHARACTERISTICS**

Positions in this class are responsible for performing advanced clerical functions, routine and atypical administrative tasks, and records management coordination. This position performs administrative tasks in support of the City Clerk department, including preparing agendas, transcribing minutes, records management, and assisting with all City Clerk functions. Employees in this class often have contact with the public/staff and provide information and research assistance, as well as answer a variety of questions requiring knowledge of City department procedures and operations. This position also provides basic support to the City Attorney department.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are representative, not exhaustive, in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Provides direct and confidential administrative, and clerical support to City Clerk, and City Attorney departments as required; maintains calendar of appointments; prepares correspondence often working from notes or directions as to objective to be achieved; reviews incoming correspondence and routes in accordance with standard procedures; prepares, proofreads, edits, processes, and files a variety of letters, documents and records; establishes and/or maintains departmental files; obtain bids, quotes and pertinent information involved in the purchasing of a variety of equipment, materials, office supplies and furniture; makes travel meeting arrangements.
2. Performs administrative tasks associated with all functions and responsibilities of the City Clerk department, and certain functions of the City Attorney department including developing forms or documents as needed; processing of City contracts and original legal documents; processing bond releases and other recordation; performing bid

openings; interfacing with City staff, Council Members, commission and committee members and outside agencies in obtaining information and coordinating activities.

3. Prepares agendas packets; transcribes minutes of the City Council meetings; prepares and/or types staff reports and resolutions; publishes and posts public hearings for City Council meetings in accordance with prescribed regulations and procedures.
4. Organizes, implements, coordinates and maintains computerized and manual records as part of a City-wide Records Management System for the City's official documents, in accordance with legal methods and City policy.
5. Participates in the development, implementation and maintenance of policies and procedures for recording, indexing, filing, archiving, and retrieving of active documents and the storage of inactive documents; updates retention schedules to reflect current legal requirements; and utilizes and oversees operations of a document imaging and content management system for record preservation and search-ability.
6. Coordinates the retrieval, protection, retention, and destruction of all records in accordance with City policy and legal, financial, governmental, and historical requirements; continually reviews and recommends improvements to the processing and maintenance of the City-wide records retention and destruction schedule; coordinates quality control procedures and off-site storage.
7. Responds to inquiries from the public and City staff regarding departmental programs, procedures, activities, and other matters which require an in-depth knowledge of the department.
8. Assists the public with access to City documents and general questions; assists City staff by providing information and research assistance regarding documents and historical information; works with departmental staff to identify documents and provide records system training; enforces and communicates City policy pertaining to public data and distribution to requestors.
9. Conducts special research projects as necessary; prepares reports, council agenda and correspondence; coordinates revisions to the Solana Beach Municipal Codes; prepares and processes complex materials requiring the analysis of source material and familiarity with policies, procedures, terminology, and various applicable laws.
10. Operates a variety of office equipment, such as telephone systems, photocopiers, computers and related software, typewriters, and other equipment necessary in the performance of duties.

11. Provides back-up support and oversight of the front desk administrative assistant within the City Clerk's Office, as needed.
12. Assists the Clerk with municipal elections, Fair Political Practices Commission filings, annual citizen commission appointments, tracking council committee appointments, budget monitoring and preparation,
13. Attends department staff meetings, City staff meetings and training sessions; participates in employee development activities as assigned. Provides vacation and temporary relief as required.

## **QUALIFICATION GUIDELINES**

### **Education, Experience and Training**

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

#### **Education**

- Graduation from high school or equivalent, supplemented by two (2) years of college coursework in records management or related field.
- Four (4) year college degree desirable.

#### **Experience**

- Four (4) years of responsible clerical and administrative experience, including two (2) years of increasingly responsible record keeping experience involving the maintenance of automated and manual records and files.
- City Clerk or Government experience highly desirable.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Administrative, clerical, and general office methods and techniques.
- Preparation of complex documents requiring specialized and/or statistical typing.
- Basic functions and organization of City Government.
- Principles and practices of records management including records retention laws.
- Manual and computerized records and information management systems.
- Methods and techniques of document indexing, coding, and archiving.

- Legal requirements for storing and maintaining public documents and records; pertinent Federal, State and local laws, codes, and regulations.
- Effective methods and techniques in public relations, customer service, public sector operations, and handling of emails and phone calls. .
- Office equipment operation, including telephone systems, typewriters, computers, adding machines, photocopiers, scanners, and other related office equipment.
- A variety of software applications as needed to effectively execute the duties and responsibilities of the position.

**Ability to:**

Develop, coordinate and maintain complex record keeping systems.

- Research, analyze and recommend appropriate policies and procedures for certain functions of the department, including the operation of the records management programs.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Respond to requests and inquiries for information regarding records management.
- Maintain confidentiality of sensitive records and documents.
- Work independently in absence of supervision.
- Use correct English grammar, punctuation and spelling.
- Receive the public in person, telephone or other; apply and explain regulations, policies and procedures.
- Understand and follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Operate related office equipment (PC, software, copiers/printers/scanners).
- Remain seated and work at a video display terminal for prolonged periods and file documents in various locations and heights.

- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

**Special Requirements:**

Possession of a valid Class “C” California driver’s license with a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein 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 to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from the public, to embody discretion in dealing with people and sensitive matters, and demonstrate decision making under stressful conditions.
- Productivity: Incumbents must perform work in an efficient, effective, and timely manner with minimal direction to certain structured assignments.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying of files and filing of documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in a normal audio range with or without correction.
- Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust, and inclement weather conditions.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.