



# **CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION**

## **DEPUTY CITY CLERK DRAFT**

### **DEFINITION**

Under general direction, the Deputy City Clerk performs a wide variety of highly responsible administrative, technical and support functions in the City Clerk Department; provides responsible, confidential and complex staff support to the City Clerk in support of Department functions; performs the duties of the City Clerk in the absence of the City Clerk. The Deputy City Clerk provides information to City Officials, City staff and the public on City and Department functions.

### **DISTINGUISHING CHARACTERISTICS**

This classification reports directly to the City Clerk and will receive occasional direction from the City Manager. The Deputy City Clerk is an integral part of the City Clerk Department functions and exercises appropriate judgment, discretion and common sense in the performance of duties. This classification is distinguished from other administrative support classifications by the technical and legal nature of the assignments. The Deputy City Clerk receives only occasional instruction as new or unusual situations arise and is fully aware of the pertinent laws, operating policies and procedures of the City Clerk Department. May exercise functional supervision of clerical staff.

### **ESSENTIAL DUTIES**

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions consistent with business needs and position qualifications.

- Performs a wide variety of complex administrative, technical, and confidential duties to assist the City Clerk in managing the day to day functions of the City Clerk's Department.
- Assists with the preparation, organization, printing and distribution of the agenda for City Council meetings, including preparation of the preliminary agenda, assemble and copy agenda material and support documents, arrange for the distribution of agenda material to City Council, staff and others.

- Prepares, posts and distributes notices of public meetings and hearings; prepares, publishes and distributes other legal notices in accordance with federal, state and City requirements.
- Assists the City Clerk with (a) ensuring compliance with Political Reform Act, (b) administering Fair Political Practices Commission (FPPC) filings, (c) conducting municipal elections including verification of nomination papers and certification of initiative referendums and recall petitions, (d) Statements of Economic Interests and (d) campaign financial statements.
- Assume the duties and responsibilities of the City Clerk in the absence of the City Clerk including but not limited to (a) providing supervision and direction to Department staff, (b) certification of ordinances, resolutions, agreements and other official documents, and (c) administering Oaths of Office.
- Participates in the administration of the City Clerk's Department budget.
- Assists with the City's response to Public Records Requests and compliance with the State Public Records Act.
- Assists staff and the public with questions regarding official documents or activities of the City, explain policies and procedures related to City operations.
- Assist with formal bid openings.
- Assist the City Clerk with Contract Administration duties.
- Proofread reports, forms, minutes, agendas and other material for mathematical, grammatical and procedural accuracy.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a City Clerk's Department.

Applicable Federal, State and municipal laws, codes, regulations and procedures related to municipal elections, open meetings, political reform requirements, including Political Reform Act, Fair Political Practices Act, Maddy Act, Ralph M. Brown Act, California Government Code, and California Election Code.

Public notice laws, provisions and procedures.

Basic principles and procedures of records management including establishing, maintaining and destroying records.

Proper English, spelling, grammar, punctuation use, and business writing.

Principles and practices of records management, including records retention laws.

Modern office equipment.

Personal computer system including word processing, spreadsheet, presentation, electronic calendar, agenda & meeting management software, and file management programs.

### **Ability to:**

Understand, interpret, explain and apply complex federal, state and local laws, rules and ordinances including but not limited to the Public Records Act, Ralph M. Brown Act, Fair Political Practices Commission regulations, and California Government Code.

Provide information and organize material in compliance with laws, regulations and policies.

Communicate effectively, orally and in writing with elected and appointed officials, City Manager, City staff, Commissions, attorneys, contractors, vendors and community groups.

Remain impartial when dealing with sensitive political issues. Maintain confidential information. Use tact and discretion in dealing with those encountered in normal business settings.

Take, transcribe and prepare accurate minutes of meetings.

Operate a computer using various software programs including records management, meeting management, word processing, spreadsheet, calendaring and presentation; may include Microsoft Word, Excel, Outlook and Power Point.

Occasionally attend night and/or weekend meetings, events or activities outside normal business hours.

Understand and carry out oral and written instructions.

Communicate clearly and concisely both orally and in writing.

Travel to various sites and operate a motor vehicle safely.

### **Training and Experience:**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Education equivalent to two years of college course work in public or business administration or a related field; Three years of increasingly responsible administrative experience providing support to a council, board, commission, or other body that involved office and records management, developing agendas, and taking and transcribing minutes;

Or any combination of education, experience, and training that would likely provide the required knowledge and abilities.

Experience in a municipal setting or other public agency is highly desirable.

### **Licenses:**

Certification as a Municipal Clerk (CMC) desirable.

Certification as a Notary Public desirable.

Possession of a valid California Driver's License and a safe driving record at appointment is required.

### **Physical Standards:**

***Physical & Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee has extensive public contact and is required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

***Environmental Elements:*** Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees are required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

### **Tools and Equipment:**

Personal computer, including complex word processing, spreadsheet, electronic calendar, presentation, records management software and agenda & meeting management programs; telephone, fax, copier, postage machine and other modern office equipment as necessary.

### **SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and may include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related, or a logical assignment to the position.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*

**FLSA Status:** Non-Exempt

**Classification Status:** This is an "At Will" classification and not included in "Competitive Service" as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.

Approval Date: XX (mt)