



CITY OF CAMARILLO

Deputy City Clerk

Job Code: 402

FLSA: Exempt

*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.*

SUMMARY DESCRIPTION

Provides direct administrative and program support to the City Clerk in the preparation of agendas, minutes, and follow-up as well as in the maintenance of official documents and records; and performs and assists in managing the functions, services, and operations of the City Clerk's Office.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in preparing agendas and agenda packets for the City Council and other legislative bodies to comply with state law; reviews agenda reports and attachments; coordinates with other departments for timely and complete submittal of their reports; drafts agenda reports for the City Clerk's Office and assists with and processes agenda reports submitted by the City Attorney's Office.
2. Attends City Council and other designated commission and district meetings; transcribes notes and prepares minutes to record actions of the legislative bodies and comply with state laws.
3. Processes documents; reviews agreements, contracts, resolutions, and ordinances for proper format, accuracy, and completeness to ensure consistency with City Council action; processes documents for signatures; reviews certificates of insurance to ensure compliance with insurance requirements; maintains department logs to track document processing and City Council actions.
4. Participates in the development and implementation of City-wide records management program; assists in the operation and oversees maintenance of records management program, records retention schedule, and master filing guide; coordinates with other departments for timely and complete responses to public records requests; receives, processes, and coordinates subpoenas for City employees and records.
5. Drafts correspondence, certificates of recognition, proclamations, department procedures, and other documents and material as necessary; prepares public notices and ordinance summaries for publication; executes, records, certifies, and/or notarizes municipal documents; attends bid openings; serves as the alternate liaison for the City's EOC.
6. Provides staff assistance to the City Attorney's Office; assists with the preparation of documents; coordinates with other departments within the City and with the attorneys from the contracted law firm; researches and provides legislative information; maintains legal files; maintains the law library.
7. Administers Fair Political Practices Commission filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPPC regulations.

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8. Assists in conducting and supervising municipal elections; prepares candidate packet; issues, receives, and reviews nomination papers and candidate statements.
9. Conducts research and statistical analyses on administrative, legislative, or budgetary matters concerning service and program obligations of the City.
10. Administers policies, procedures, and processes for the City Clerk's Office; resolves discrepancies or procedural problems and responds to questions about the services of the City Clerk's Office; maintains the City Clerk's Office desk manual outlining departmental policies and procedures; makes recommendations for modifications.
11. Tracks vacancies of City committees; prepares notices of vacancy; maintains the City's Maddy List; attends the City Council Citizen Appointment Committee as needed.
12. Provides staff assistance to assigned committees and commissions including the City's Rent Review Commission; responds to inquiries regarding the City's Rent Review Ordinance; provides staff assistance to assigned commissions including agenda preparation, attending meetings of the commission, and preparing minutes.
13. Assists in the preparation and administration of the department budget; prepares warrant requests; processes invoices for payment.
14. Supervises, coordinates, and reviews the work of office support staff within the City Clerk's Office; provides input into the evaluation of support staff.
15. Provides coverage and assistance in all areas of the City Clerk's Office as necessary to ensure the operation of the Office including filing, photocopying, answering the telephones, assisting the public at the counter, and scheduling conference rooms.
16. Performs the duties of the City Clerk in the Clerk's absence.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of the functions, programs, and operations of a City Clerk's Office.
- Basic functions of public agencies including the role of an elected Council and appointed boards and commissions.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Modern principles, practices, and techniques of municipal records management and elections.
- Office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, FPPC regulations, and Notary laws and regulations.

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Work organization principles and practices.
Basic principles and practices of lead supervision and training.
English usage, spelling, grammar, and punctuation.
Customer service and public relations methods and techniques.
Methods and techniques of proper phone etiquette.

Ability to:

Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of the City Clerk's Office with only occasional instruction or assistance.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Type or enter data at a speed necessary for successful job performance.
Participate in researching, compiling, analyzing, and interpreting data.
Prepare clear, accurate and concise records and reports.
Establish, organize, and maintain a variety of specialized files and records.
Independently prepare correspondence and memoranda.
Perform mathematical calculations.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment and maintain confidentiality relative to critical and sensitive information, records, and reports.
Present ideas and concepts orally and in writing.
Follow oral and written instructions and procedures.
Utilize public relations techniques in responding to inquiries and complaints.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to completion of the twelfth grade. Supplemental specialized or college level course work in business administration, office management, secretarial science, or a related field is highly desirable.

Experience:

Four years of increasingly responsible administrative support and office administration experience including experience leading or coordinating the work of others. Experience in a municipal government is highly desirable.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Possession of, or ability to obtain within six months of employment, a California commission as a Notary Public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Work is performed primarily in a standard office.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates