

## JOB DESCRIPTION

City of Patterson



Human Resources

DEPUTY CITY CLERK

## JOB SUMMARY

*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.*

This single position class assists the City Clerk in planning, organizing, coordinating the operations and activities of the City Clerk's Department.

## SUPERVISION RECEIVED AND EXERCISED

Receives general administrative and policy direction from the City Clerk

## ESSENTIAL DUTIES

*Typical essential duties may include, but are not limited to:*

Assists with the planning and direct the work involved in maintaining official City documents and records, in accordance with the City's adopted Records Retention Policy. Assists the City Clerk in the maintenance all original official documents, files, and records.

May be assigned to assist in the City's Records Management Program (manual and electronic records), which includes the maintenance of official city documents, records, media, and archival records.

Accept and exercise responsibility for the corporate seal of the City.

Assists in the preparation and distribution Council agendas and packets, attend meetings, maintain minutes, conduct follow-up activities related to Council actions, including the processing, publishing, and recording of ordinances, resolutions, contracts, agreements, and other official documents.

May be assigned to maintain the official publication of legal notices public hearings, ordinances resolutions, bonds, insurance, communication and general advertisements of the City.

Accept and distribute communications for the City Manager and the City Council.

Set up City Council meetings as requested by the City Manager or City Council.

Take affidavits and contracts as assigned.

Assist the City Clerk in the administration of City elections to include the planning and directing of the process of municipal elections, including the preparation and distribution of results.

Assist in the implementation of department goals, objectives, policies, procedures, and work standards, and coordinate the activities of the City Clerk's Department with other City departments to meet the administrative needs of the City.

Assist with the preparation and maintenance the City Council/City Manager/City Clerk department budget.

Prepare travel arrangements for City Councilmember(s) related to conferences, training, or workshops.

In the absence of the City Clerk, may be required, act as Clerk/Secretary to commissions, committees, and boards, as assigned, including the City Council, Redevelopment Successor Agency, West Patterson Financing Authority, Patterson Public Financing Authority.

Assist with the recruitment, interview, and appointment process for vacancies on City commissions, committees, and boards.

In the absence of the City Clerk, administer and maintain Oaths of Office for the City.

Provide support in the design and maintenance of the City Citizen's Newsletter and assigned website pages including the City Manager, City Clerk, and City of Patterson main landing page.

May be required to monitor compliance with State and local campaign finance and conflict of interest laws; notify filers of Commission required filings, serve as the filing officer for the City's official Statements of Economic Interest and Conflict of Interest Code.

Manage, track, and maintain City-wide Public Records Act requests.

Receive and maintain claims, subpoenas, lawsuits, petitions, and initiatives submitted to the City.

Maintain the Patterson Municipal Code and maintain the City's Local Appointment List per Gov't Code 54972.

Work closely with the City Manager, City Council, City Attorney, Department Managers/Directors, and other public and private entities to provide expert professional information and services in an effective and efficient manner.

Performs a variety of high level administrative duties for the City Clerk and the City Council as required.

Research, compile, and analyze data for special projects; collect and assemble data and background materials for a variety of reports.

Assist the City Clerk in the management of City-wide City Council, commission, committee, and/or board agendas and minutes to ensure that they are documented, posted, maintained, filed, and in compliance with the Brown Act and the Fair Political Practices Commission.

Stay current and knowledgeable of developments related to City Clerk matters.

Assist with the administration of the City Clerk's task monitoring system, "After Council Mtg. To Do List", ensuring adherence to schedules for various citywide programs, documents, and contracts.

Perform related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Considerable Knowledge of:** principles and practices of modern municipal management and administration, including the structure and organization in a Mayor-Council/City Manager form of government; municipal law, and government codes pertaining to records management, municipal elections administration including candidate and measure elections, the Brown Act, Political Reform Act, Public Records Act and California Elections Code; records management systems, standards, principals and best practices of electronic and manual records management and systems analysis and implementation.

**Thorough Knowledge of:** English grammar, vocabulary, spelling punctuation, and composition; the principles and practices of administrative management including municipal budget preparation, goal setting, program development, and implementation; staffing and administrative work standards development; modern public relations practices; modern office practices, methods, and equipment; principles and practices of effective employee supervision, department-level management, training, staff development, and performance evaluation; principles and practices of contract development, administration and evaluation; modern office equipment and software.

**Knowledge of:** the operations of all City departments, federal, state and local laws, codes and regulations applicable to City government operations and procedures as they relate to the functions of a City Clerk's Department; methods of recruiting and techniques for administering interviews and selection processes for committee, commission, and board appointees.

**Ability to:** Answer correspondence from the various sources independently and in accordance with City practice and policy; Effectively and efficiently follow oral and written directions; work independently in the absence of specific instructions; establish and maintain effective relationships with other staff members, elected officials, commissioners, staff of other agencies, organizations, and the general public.;

Prepare and clearly disseminate information in understandable language to departments, committees, boards, commissions, elected officials, and the public; prepare a wide range of clear, concise and informative reports, correspondence and brochures; operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Make arithmetical calculations. Type at a speed of not less than 50 words per minute from clear copy. Transcribe from Dictaphone correspondence, memos, reports and agendas. Plan, organize and direct the activities of a municipal clerk's department; select, supervise, train, evaluate and recommend disciplinary action for staff, and provide for their training and professional development.

Analyze and interpret legal documents and contracts and administrative procedures and regulations; perform technical review and process petitions specific to general municipal city initiatives, referendum, and recall; plan and organize municipal elections, develop related calendars, and process Council candidates for election.

Comprehend complex laws and regulations and initiate policies and procedures for implementation; develop standards for and manage paper and electronic enterprise records.

## NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older (use only if applicable)

Must successfully pass pre-employment examinations which may include various position related background, reference, fingerprinting, medical, physical agility, second language ability, certificate or license verifications.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

Must be willing and able to attend evening, weekend, and out-of-town meetings, seminars or conferences during work and non-work hours as necessary.

Bilingual (speak, read and write) Spanish preferred, but not required.

## MINIMUM QUALIFICATIONS

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

**Education:** A four-year degree from an Accredited College or University with major coursework in public administration, business administration, or a closely related field.

### **AND**

**Experience:** Any combination of experience and training that would likely provide the required knowledge, skills, and abilities. Normally this would include:

Four years of experience performing highly responsible and complex city administrative work including record-keeping, at least two years to include experience in the City Clerk's office or working with commissions, committees, or boards, preparing agendas, taking and preparing minutes, administering a records management program, administering election, and the interpretation and application of California laws, codes, and regulations.

**License:** Possession of a valid Class C California Driver's License.

**Certification:** Possession of at time of hire or attainment of within one-year of appointment of a California Notary Public certification.

## PHYSICAL REQUIREMENTS

**Environmental Conditions:** Generally, work is performed in a standard office environment, temperature remains relatively constant. There are frequent interruptions from phones, public inquiries, and other staff. Travel to occasional offsite meetings is also required.

**Physical Conditions:** Position requires sitting, standing, walking reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

**FLSA Exemption Status:** Exempt - Unpresented/Confidential

**Approved by Council:** 3/19/19