



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

DEPUTY CITY CLERK

DEFINITION

Under general direction, the Deputy City Clerk performs a full range of high-level administrative and technical work in support of the City Clerk's Office. Responsibilities include, but are not limited to, planning, managing and coordinating the City's Records Management and Information Program, including working with Records Coordinators from all departments; assisting in the coordination, preparation, and publication of City Council/Successor Agency agenda packets and associated follow-up; performing a variety of administrative and support activities; participating in the conduct of municipal elections; performing other duties as assigned; and performing the duties of the City Clerk in his/her absence.

CLASS CHARACTERISTICS

This is a single position classification responsible for assisting the City Clerk in the City Clerk Office operations. This specialized clerical classification is characterized by the responsibility to perform the most complex activities in support of the City Clerk function as specified in the California Laws and Regulations as well as ordinances of the City of Union City. The incumbent works under the direction of the City Clerk.

EXAMPLES OF ESSENTIAL DUTIES

- Administers the City's Records Management and Information Program, including appropriate control over the maintenance, protection, retention and disposition of records in accordance with legal and operational requirements.
- May lead clerical staff engaged in the routine processing of the City's Records and Information Management Program.
- Trains and assists City departments in the application of the City's Records and Information Management Program policies, procedures and techniques.
- Assists in coordinating and preparing City Council agenda and special meeting notices under tight deadlines, including the compilation, preparation and printing of agenda items for Council meetings and agenda packets.
- Oversees the archiving of meeting agenda and post meeting information.
- Finalizes, transmits, and tracks City ordinances, agreements, and resolutions.
- Oversees logistics and set up for Council regular and special meetings.



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EXAMPLES OF ESSENTIAL DUTIES (continued)

- Attends City Council meetings and prepares the action minutes of City Council meetings in the absence of the City Clerk.
- Provides administrative and customer service support to City Clerk, City Departments, and the community; researches and provides information.
- Coordinates conflict of interest code reporting functions.
- Maintains Fair Political Practices Commission logs.
- Certifies ordinances, resolutions, agreements and other official documents; maintains and updates the Municipal Code; administers the oaths of office in the absence of the City Clerk.
- Assists the City Clerk in the preparation and execution of municipal elections.
- Composes and prepares complex correspondence.
- Assists in evaluating City Clerk's Office system processes and procedures on an ongoing basis.
- Makes recommendations to the City Clerk on system workflow or process improvement, simplification or elimination.
- Processes applications for special programs and permits.
- Completes special projects as assigned.

QUALIFICATIONS

Demonstrated Knowledge of:

- Modern office management practices and procedures including data base and spreadsheet management.
- Parliamentary procedures.
- English usage, spelling, grammar, and punctuation.
- Organization and functions of municipal government.
- Office equipment including computers and office software applications.
- Multiple filing systems.
- Laws, rules, regulations, and procedures related to City Clerk functions, including municipal elections and public records (i.e., Municipal Code, Brown Act, Public Records Act, Elections Code, Campaign Reform Act, and Political Reform Act).
- Application and interpretation of legislation, ordinances and codes.



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Ability to:

- Learn, interpret and apply City and department and division rules, regulations, policies, and practices.
- Read, understand, and explain complex legislation, codes, regulations, ordinances, contracts, and financial documents.
- Keep abreast of laws, regulations, and pertinent professional knowledge related to the field.
- Work independently, meet deadlines, and make decisions on procedural matters with minimal supervision.
- Efficiently take notes and summarize written material.
- Maintain filing systems and complex records including confidential data.
- Establish and maintain effective work relationships with City staff, officials, and the general public.
- Locate and assemble data; provide information and organize material in conformance with laws and procedures.
- Prepare oral and written reports employing correct English usage.

Education and Experience:

Education: Associate of Arts degree from a community college with major course work in public administration or business administration. Bachelor's degree is highly desired.

Experience: Three years of increasingly responsible administrative support experience which included public contact and working with records management systems. Previous experience in a City Clerk's office or related experience is highly desired.

Certification: Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks, or Certification through the American Records Management Association.

License: Possession of a valid California driver's license and satisfactory driving record.



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Special Requirements: Essential duties require the mental and/or physical ability to: work in a standard office environment; work indoors or outdoors with exposure to slippery or uneven walking surfaces; work around dust and computer use; work alone or with other individuals; perform repetitive keyboarding; attend night meetings and weekend meetings when required; travel to various locations within and outside the City; utilize a computer; bend, stoop, and reach; sit for extended periods of time; converse over the telephone and in person, and be clearly understood; move objects weighing up to 30 pounds; document public meetings and transcribe into a written record; drive a vehicle.

SUPPLEMENTAL INFORMATION:

Probation: One (1) year
Bargaining Unit: Professionals
June 2013