

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT CITY CLERK
(Unclassified)
(010)

EDUCATION AND EXPERIENCE

- Combination of education and experience equivalent to completion of an Associate of Arts Degree (60 semester or 90 quarter units) in Public Administration, Business Administration, or related field **and**
- Five years of increasingly responsible experience which includes public contact, clerical, or office management, at least one year of which should be supervisory.
- Experience using word processing, electronic spreadsheets, and records management systems is required.
- Notary Public or willingness to achieve certification is required.
- Bachelor's degree in a related field and/or Certified Municipal Clerk certification or progress towards certification, and/or American Records Management Association training or equivalent is desirable.
- Experience working in a City Clerk or Municipal Clerk's Office is highly desirable.

DISTINGUISHING CHARACTERISTICS

This is a key leadership position in the unclassified service responsible for assisting the City Clerk in the administration of the City Clerk's Department. The incumbent will provide leadership to employees through coaching, enabling and facilitating a team environment and working collaboratively with internal and external customers.

As a member of the City's Unclassified Service this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

This position is distinguished from other City office administrative classes in that it requires in-depth knowledge of and the ability to interpret the comprehensive laws, rules and regulations related to all legislative and election functions of the City Clerk's Department to provide information and advice to City Council Members, Department Heads, candidates for office, City staff, contractors, and the general public. This position is further distinguished in that it is expected to serve as Acting City Clerk as assigned.

TYPICAL DUTIES:

Under general direction the incumbent will:

- Coordinate and prepare City Council, Stadium Authority, Sports and Open Space Authority Agendas and special meeting notices under tight time deadlines; compile agenda items for meetings of same; prepare, proof and arrange for the printing of agenda packets; assemble and distribute agenda packets to Council Members, the press and other parties as applicable;

- Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, microfilm center and records retention;
- Research public records and provide information to the public and staff members concerning City Council, , Stadium Authority, and Sports and Open Space Authority actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information;
- Assist in the development and implementation of the Department's goals, objectives, policies, procedures and work standards;
- Supervise, train, motivate and evaluate clerical support staff; provide technical assistance and guidance to staff;
- Attend meetings of the City Council, Stadium Authority, and Sports and Open Space Authority at the direction of and in the absence of the City Clerk;
- Record and assist in the preparation of the Official Minutes of the proceedings of above mentioned legislative bodies;
- Assist in the work involved in the holding of general and/or special municipal elections;
- Administer required oaths/affirmations to City Officials and Employees, and take affidavits and depositions pertaining to the affairs of the City;
- Assist in the publication of legal notices and attest, certify, index and file copies of Ordinances, Resolutions, Official Minutes, and other Public Records;
- Manage the Records Management System for the City and the operation of the Records Retention Center for the orderly storage, care, management and safeguarding of both permanently stored and microfilmed records of the various Departments and Offices of the City;
- Assist in the recording of the right, titles, and interests in all real properties and easements acquired by the City;
- Assist in the administration of the State campaign financing and conflict of interest/disclosure laws for elected and certain designated officials of the City;
- Assist in the preparation and administration of the operating budget for the Department;
- Conduct bid openings at the direction of or in the absence of the City Clerk;
- Perform other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Modern office methods, and procedures related to the City Clerk's Office;
- Business letter writing and basic report preparation;
- Basic and advanced record keeping methods;
- Principles, codes, regulations and laws governing records management and the California Election Code;
- Federal, state and local laws and regulations relating to the functions of the City Clerk's Office;
- Environmental and safety practices, procedures and standards; and
- English usage, spelling, grammar and punctuation.

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the course of business, including the general public;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team based environment to achieve common goals;
- Communicate effectively both verbally and in writing;
- Read, interpret and apply laws, rules, and regulations;
- Train, supervise, evaluate assigned staff;
- Prepare Agendas and official Minutes;
- Carry out necessary work involved in the conduct of Municipal Elections;
- Index, file, and retrieve official records;
- Implement records retention schedules and manage the City's Records Management Program, including SIRE;
- Deal tactfully with the public and supervise clerical support staff;
- Type from clear copy at a net rate of 50 words per minute; and
- Enter and retrieve data from a computer.

SUPERVISION RECEIVED

Works under the direction of the City Clerk.

SUPERVISION EXERCISED

Supervises clerical support staff.

SPECIAL CONDITION:

May be required to work unusual hours (nights and weekends) and to be available on an on-call basis.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.