

CITY OF SANTA CLARA, CALIFORNIA
DEPUTY CITY CLERK
(Unclassified)
(New)

EDUCATION AND EXPERIENCE

- An Associate of Arts degree in Public Administration, Business Administration or closely related field; and
- Three years of progressively responsible supervisory or lead administrative/management experience in a City Clerk's Office

Desirable Qualifications

- A Bachelor's degree in a related field and/or possession of a Certified Municipal Clerk certification or required within two years of hire

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a professional staff position in the unclassified service assisting the Assistant City Clerk in the administration of the City Clerk's Office. The incumbent will assist in developing, implementing and coordinating projects, programs and procedures. Incumbents in this position will have considerable independence in making judgment related to their assignments and must handle situations with great sensitivity, tact and diplomacy. May supervise or act as lead worker to staff involved in management activities.

As a member of the City's unclassified service, this is an "at-will" position. 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.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

With general direction:

- Assist in coordinating and preparing City Council, Stadium Authority, Sports and Open Space Authority Agendas and special meeting notices under tight deadlines, including the compilation, proofing, preparation, printing, and distribution of agenda packets;
- Review and analyze policies and procedures to determine efficiency and effectiveness, both financially and operationally, and make recommendations based on analysis;
- May attend meetings of the City Council, Stadium Authority, and Sports and Open Space Authority at the direction of and in the absence of the Assistant City Clerk

DEPUTY CITY CLERK (continued)

- Assist in the maintenance of the centralized records management system, archives, microfilm center and records retention;
- Assist in the work involved in the holding of general and/or special municipal elections;
- Perform monitoring, review and analysis of procedures, plans, processes, guidelines, and instructions to ensure compliance with departmental policies;
- 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 publication of legal notices and attest, certify, index and file copies of Ordinances, Resolutions, Official Minutes, and other Public Records;
- Maintain, as directed, relations with governmental jurisdictions, organizations, associations and other external groups, making personal appearances as necessary;
- Assist in the preparation, submittal and administration of the annual department budget;
- Supervise or act as lead to clerical staff; and
- Perform other work as assigned.

KNOWLEDGE, SKILLS AND 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;
- Operation and use of office equipment, including standard word processing software and special equipment
- Environmental and safety practices, procedures and standards; and
- English usage, spelling, grammar and punctuation.

Ability to:

- Carry out necessary work involved in the conduct of Municipal Elections;
- Conduct independent, original research based on sound analysis and leading to appropriate recommendations to resolve specific issues, complaints or problems involving individuals or organizational units;
- Maintain complex records, summarize written material, and understand and explain a variety of documents including contracts and ordinances;
- Understand, and apply laws, rules, standards, or procedures and persuade others to accept or adopt recommendations;
- Develop recommendations for new procedures, information systems, and operational guidelines;
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Evaluate situations or problems, develop and evaluate possible solutions and make effective decisions;

DEPUTY CITY CLERK (continued)

- Communicate effectively, both orally and in writing;
- Lead and train assigned staff;
- Walk or stand for extended periods of time; and
- Bend, stoop, crawl, climb, and lift up to 25 pounds as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the supervision of the Assistant City Clerk or assigned other manager.

SUPERVISION EXERCISED

May supervise clerical staff or act as lead.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

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.