

## CITY OF EASTVALE



### **ASSISTANT CITY CLERK (Full-time)**

#### **DEFINITION**

Under general supervision, assists the City Clerk in managing the operations of the City Clerk's Office; organizes and supervises the work of staff; develops, coordinates and administers the City's records management program; serves as acting City Clerk in the City Clerk's absence; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Clerk, or the City Manager or the City Manager's designee; may supervise other professional, technical and administrative support staff as assigned.

#### **ESSENTIAL FUNCTIONS**

*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.*

Assists in establishing and implementing departmental goals, programs policies and administrative procedures; makes recommendations for budget allocations.

Selects, trains, organizes, supervises, and evaluates the work of assigned departmental staff; checks and proofreads work to ensure compliance with legal and work standards.

Administers the compilation of the City Council agenda on behalf of the City Clerk; examines agenda submittals to ensure compliance with Brown Act and suggests revisions; ensures agenda packets are distributed to the City Council, Committee members, City Manager, City departments and general public in a complete and timely manner.

Compiles original documents, transmittal letters, affidavits and exhibits from City Council Meeting agenda items; prepares meeting minutes; processes actions resulting from meetings.

Oversees and participates in the drafting of ordinances and resolutions; ensures proper distribution and recording of ordinances, resolutions, agreements, and deeds.

Assists the City Clerk in organizing and administering the filing of Statement of Economic Interest and Campaign Statements for elected and appointed City officials and employees; examine and verify nomination papers from candidates.

Develops and maintains up-to-date procedures for filing Statement of Economic Interest and campaign financing statements and reporting; notifies affected parties of FPPC requirements and deadlines; answers questions regarding filing issues from City management, candidates, the media and the public; indexes, reviews and verifies filings to ensure they are complete and in compliance with specified requirements.

Researches Government Code and monitors document handling practices by Recorder's Office for compliance with state requirements governing documents that are to be provided to requesting parties without an imposed processing fee.

Records documents with the County Recorders; supervises the release of bonds and evaluates information for completeness and accuracy.

Assists with the supervision of the City's record archiving, retention, and destruction program; receives, assigns, and processes public records requests.

Receives subpoenas, summons, claims, and requests for records; tracks disposition and ensures timely resolutions; serves as Custodian of Records.

Researches and prepares reports for review by the City Clerk and City Council action; conducts analyses, completes surveys, composes correspondence, and prepares and maintains administrative procedures, committee rosters, logs and listings.

Accepts bids and requests for proposals and administers bidding processes.

Acts on behalf of the City Clerk and manages the operations of the City Clerk's office in the absence of this position.

## **EXPERIENCE, TRAINING, AND LICENSE**

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

### **Qualifications:**

Graduation from high school or satisfactory equivalent, preferably supplemented by coursework, training or certification related to the administration of City Clerk records. Five years of increasingly responsible administrative experience in the City Clerk's Office involving the development and maintenance of City records and the interpretation of related laws, codes and regulations; or an equivalent combination of training and experience. Some lead or supervisory experience is desirable.

### **License/Certificate:**

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

Possession of a certification as a Certified Municipal Clerk, or attainment within 18 months of appointment.

Possession of a valid certificate as a Notary Public issued by the State of California, or attainment within 18 months of appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

Fair Political Practices Commission Act (FPPC) and compliance standards; Brown Act and rules and procedures governing the notice and conduct of public hearings; Public Records Act and requirements related to release of public information; Government Code and Maddy Act related to election practices, terms and obligations; City Municipal Code and matters which come before the Council and its Committees; policies, procedures and requirements governing the actions of an elected City Council and the general functions of a municipal government; organization, functions, procedures and rules of the Council and Council Committees; supervisory principles and techniques; budgeting practices; standard office administrative practices and procedures; records management software programs; proper English grammar, punctuation, spelling and usage. Operate a personal computer and other standard office equipment; organize work, set priorities, and meet deadlines; proofread materials for conformance with City policies and procedures; analyze and interpret codes, regulations, contracts, and administrative procedures; assist in the development and implementation of policies, procedures, work standards and internal controls; exercise sound independent judgment within established guidelines; exercise tact and diplomacy in working with sensitive matters; prepare clear, concise, and complete meeting documentation, written correspondence, and official records; establish and maintain effective working relationships with City staff, elected officials, other public and private organizations, and the general public.

Ability to:

Operate a computer using word processing and spreadsheet software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain, and reach sound decisions in accordance with policies and procedures; organize and maintain office and specialized files; compose routine correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise records and reports; establish and maintain effective working relationships with City Manager, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

**SPECIAL REQUIREMENTS**

Ability to work weekends is required.

Ability to attend night meetings and work extended hours, as needed and/or required.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel by vehicle while conducting City business.

#### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office environment. The employee will be asked to attend Council meetings and may be required to work on weekends or during the evenings in order to coordinate or attend various events. Occasional driving is required to attend special meetings at various City facilities, training sites, and public and private events.

### **FLSA STATUS**

This is an exempt classification.