

CITY OF IRWINDALE

CHIEF DEPUTY CITY CLERK

*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.*

SUMMARY DESCRIPTION

Under administrative direction of the City Manager, assumes responsibility for all functions of the City Clerk's Office; plans, directs, and oversees the daily operations of the Office; coordinates all meetings of the City Council and various commissions; maintains City records; serves as the City's Elections Official; and provides exceptional customer service to City staff and the general public.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full responsibility for all functions of the City Clerk's Office.
2. Coordinates with all City departments in preparing, assembling and distributing agenda packets for the City Council and related agencies.
3. Attends all meetings of the City Council and its agencies.
4. Prepares, posts, and maintains agendas, minutes, and records, and ensures timely follow-up on Council actions.
5. Acts as Elections Official and ensures compliance with California Elections Code and City's Municipal Code.
6. Ensures compliance with the Public Records Act, conflict of interest laws, Fair Political Practices Commission regulations, public notification and disclosure statutes, etc.
7. Administers oaths of office.
8. Executes, certifies and maintains official City documents.
9. Maintains the City's municipal code.
10. Administers records management and document imaging program as well as records retention and destruction; and recommends accompanying policies and procedures on records management.
11. Conducts bid openings.
12. Processes and ensures timely responses subpoenas, Public Records Act requests and claims against the City.
13. Develops and implements department goals and objectives; develops and administers the department budget.
14. Supervises, trains, and evaluates staff.
15. Conducts recruitments for annual Commission vacancies.
16. Researches and provides a variety of information to the public and City officials.
17. Provides staff support at the public counter, as needed.

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18. Participates in professional and community meetings to stay current on issues related to the city clerk profession.
19. Maintains positive working relationships with City officials, staff, and the general public.
20. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Modern office practices, procedures, and equipment including computers and applicable software applications.

Organization and function of municipal government.

Principles, practices and techniques of municipal records management.

Principles and practices of municipal elections.

Principles and practices of business letter writing.

Basic principles and practices of claims administration.

English usage, spelling, vocabulary, grammar, and punctuation.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Provide professional leadership and direction in the City Clerk's Office.

Plan, organize, direct, coordinate, and evaluate the work of staff.

Use independent judgment, flexibility and sensitivity in response to changing situations and needs.

Analyze problems and identify alternative solutions, procedures, and techniques.

Plan and organize work to meet schedules and deadlines.

Interpret a variety of public documents.

Interpret, explain, and apply applicable laws, codes, and regulations.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or equivalent. A Bachelor's degree in public administration, business administration, or related field is desirable.

Experience:

Five years of progressively responsible experience working in a City Clerk's office. Management and supervisory experience and direct experience in conducting a municipal election is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain certification as a Notary Public is required.

Certification as a Municipal Clerk is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Standard office setting; extensive public contact; incumbents may be required to work extended hours including evenings to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates