

CITY OF SALINAS

DEPUTY CITY CLERK

BARGAINING UNIT/CLASS CODE:

Conf. Misc. /C27

DEFINITION

To perform a variety of complex, confidential clerical and administrative duties in the City Clerk's Office. This job class functions as an assistant to the City Clerk and requires advanced secretarial skills as well as the ability to maintain official City records in accordance with a variety of codes, laws and ordinances.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk. May exercise functional supervision over clerical positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Take minutes of all official proceedings at the Measure V Oversight Committee and Council meetings as necessary. Compose and type minutes. Coordinate with other departments in preparation of the agenda for City Council meetings. Prepare and assemble City Council agenda packets. May be responsible for noticing, advertising and calendaring public hearings. Assist in the recruitment and appointment process for Council appointed Commissions, Boards, and Committees. Assist the City Clerk in performing the day-to-day functions of the office of City Clerk. Assist the City Clerk in the planning and conduct of periodic municipal elections and other legal requirements of the City Clerk's Office. Assume full responsibility for the City Clerk as required. Answer inquiries requiring interpretation of policies, procedures, rules and regulations, and local and state law as applicable to the operation of the City. Research information for public or City Staff. Compile and complete data for administrative and public reports, bulletins, questionnaires, and other documents. Maintain administrative files including historical legal documents, resolutions, ordinances, agreements, deeds, and annexations. Scan, index, retrieve documents; post documents to the City website. Accept sealed bids for projects, send notice of bid awards and notice to unsuccessful bidders, and prepare contract documents. Schedule and set up meeting facilities; assist with meeting room equipment usage. Coordinate attendance of individuals recognized at City Council meetings. Accept and process liability claims. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business professional office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Some evening and weekend work hours as needed.

QUALIFICATIONS

**CITY OF SALINAS
DEPUTY CITY CLERK (continued)**

Knowledge of:

English usage, spelling, grammar and punctuation. Modern office practices and procedures. Filing and indexing methods. Operation and use of office equipment. Organization and function of City government. Computer usage. Political Reform Act, Public Records Act, Government Code and Election Code knowledge is desirable. General municipal organization and administration.

Ability to:

Enforce municipal laws and procedures. Implement government code laws, election laws and political reform requirements. Provide information and organize material, and interpret a variety of documents, including contracts and ordinances. Maintain complex records, summarize written material and interpret a variety of documents, including contracts and ordinances. Maintain confidentiality of sensitive information. Meet the public, understand their questions, and respond effectively. Promote the mission, values and organization of an effective public organization, particularly in the area of customer service. Establish and maintain effective working relationships with City officials, City staff and the public. Serve as acting City Clerk as necessary. Work evenings and weekends on occasion.

Skills to:

Proficient in the use of computer hardware and software for word processing, file management, website posting and data compilation. Work under pressure to meet deadlines. Take dictation at a rate sufficient to prepare comprehensive minutes of meetings. Effectively communicate with a wide variety of the public and city staff. Type/keyboard at a rate of 50 net, words per minute.

License: California Drivers License and ability to drive.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be an Associates Degree from an accredited college or 60 related college units and three (3) years of increasingly responsible administrative work experience in a municipal or other public agency OR five (5) years of increasingly responsible clerical experience. Spanish/English highly desirable.

Reviewed Jim Pica
Department Director

Approved [Signature]
Senior Human Resources Analyst

Approval Date: 5/14/2013

**ORIG: 2-84, REV: 7-96, REV: 11-03,
REV: 10-06, REV: 09-09, REV: 05-12**