

CHIEF DEPUTY CITY CLERK

General Statement of Duties

Provides technical assistance and support to the City Clerk; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class under the designation of the City Council is to assist in overseeing the day-to-day operations of the office of City Clerk. The work is performed under the direction supervision of the City Clerk but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the offices of the City Clerk. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City and other governmental officials, other city employees, and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work

- Provides technical assistance and support to the City Clerk and acts in his/her absence;
- Provides oversight and direction to City Clerk office staff, Parking Ticket and Central Cashiering functions;
- At the direction of the City Clerk, attends council meetings and provides support in taking minutes and recording votes;
- Supervises preparation of minutes;
- Tracks, distributes and publishes ordinance items for council agenda; assures ordinances are properly codified in a timely manner;
- Maintains Clerk CORE site;
- Answers inquiry calls from public and retrieves documents;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the procedures of the City Clerk, City Council, and related City operations;
- Thorough knowledge of clerical and administrative office procedures;
- Thorough knowledge of election laws, procedures and activities
- Thorough knowledge of Municipal and State Code;
- Thorough knowledge of the operations and activities involved in each City department;
- Ability to read and understand laws, resolutions, ordinances, codes, etc.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a related field; and
- Considerable related office administration experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary

Required Special Qualifications

- Certified Municipal Clerk (CMC) accreditation completed with (5) years of appointment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform routine office duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in a normal office environment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform routine office duties.