

CITY OF REDWOOD CITY DEPUTY CITY CLERK

DEFINITION

To perform a variety of professional and paraprofessional administrative and support activities in the City Clerk's Office; to oversee the day-to-day office support functions; to supervise support staff; to serve as Acting City Clerk as directed; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is a professional level position which involves the full scope of responsibility for the day-to-day functions of the City Clerk's Office. Considerable use of independent judgment and analytical ability is required. This position is distinguished from other City office administrative classes in that it requires in-depth knowledge of and the ability to interpret the comprehensive laws, rules, and regulations related to all legislative and election functions of the City Clerk's Office to provide information and advice to City Council members, Department Heads, Candidates for Office, City Staff, Contractors, and the general public. This position is further distinguished in that it is expected to serve as Acting City Clerk as assigned.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Clerk.

Supervision is provided to office support staff.

EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES

1. Oversee the day-to-day office support functions of the City Clerk's Office; develop and implement office systems and procedures to ensure compliance with new and existing laws and regulations.
2. Provide comprehensive information on and interpretation of laws and codes related to federal/state/local elections, political appointments, City records, and other issues and procedures related to the legislative and election functions of the City Clerk's Office.
3. Inform and advise City Council members, Department Heads, Staff, Boards and Commissions and Committees on possible problems or conflicts of interest related to the Fair Political Practice Commission.

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4. Act as an election official for the city in disseminating information, responding to legal and technical questions, and working in conjunction with County election officials; assist the City Clerk in conducting municipal elections.
5. Oversee the risk management aspects of all City agreements approved by the City Council; monitor, review, and update contracts; resolve issues directly with insurance agencies, bond companies, consultants, construction firms and other contractors; exercise authority to approve or not approve a project.
6. Oversee the faithful performance, labor and material, payments and bid bonds for all City projects approved by the City Council; establish guidelines, conduct reference checks, and assure that legal requirements are met; exercise authority to give final approval or reject bonds.
7. On behalf of the City Clerk, sign and execute ordinances, resolutions, agreements, minute orders, election documents, and City maps for recordation; review and track information to ensure legal and technical accuracy.
8. Finalize, transmit, and track City ordinances, agreements, resolutions and motions which appear on City Council agendas.
9. Perform and supervise a variety of technical recordation and distribution activities such as maintaining an index of all City Council official actions; receiving; processing, preparing, and publishing documents regarding appeals for public hearings; receiving and opening bids; and supervising the production of the Code of Ordinances.
10. Perform a variety of administrative activities such as researching, analyzing, and preparing statistical and narrative reports as directed by the City Clerk and City Council. Assist in developing and preparing the department's budget.
11. Train, supervise and evaluate office support staff and volunteers assigned to the City Clerk's office.
12. Act as department head as assigned.
13. Perform work with a record of regular attendance and punctuality.
14. Perform related duties as required.

RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, codes, regulations and laws governing records management and the California Election Code. Federal, state, and local laws and regulations related to the functions of the City Clerk's Office.

Principles of office management, supervision, training and evaluation.

Research techniques and procedures.

Statistical concepts and methods applicable to assigned work.

Modern office procedures, techniques, and equipment including principles of record keeping and automated information systems.

Ability to:

Read, interpret, apply laws, rules and regulations related to records management and elections.

Oversee multiple office support functions.

Communicate clearly and concisely orally and in writing.

Organize, compile, and maintain complex and extensive records.

Prepare reports, correspondence, procedures, and other written materials.

Establish effective working relations with others including using discretion and good judgment in difficult and sensitive situations.

Supervise, train and evaluate staff.

Take minutes at City Council meetings as required.

Skill to:

Type at a net of 55 words per minute from printed copy. Operate modern office equipment including computer equipment. Operate a motor vehicle.

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Experience and Education Guidelines:

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

Experience:

Four years of responsible office administration experience which has included at least one year of supervisory or lead experience.

Education:

Equivalent to completion of two years of college or possession of an Associate of Arts degree with major course work in business or public administration or a field related to the work. Additional experience as described above may be substituted for the education requirement on a year-for-year basis.

License or Certificate:

Possession of, or the ability to obtain the appropriate, valid drivers license with a satisfactory driving record. Possession of a Notary Public license issued by the California Secretary of State is expected to be obtained within six months of employment.

Special Requirements:

Essential and Important duties require the following physical abilities and work environment:

Mobility to work in a typical office setting and use standard office equipment and vision to read printed materials and computer screen, and hearing and speech to communicate in person or over the telephone.

**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. OAE
4. MAE
5. SDE
6. ODE
7. MDE
8. SDE
9. MDE
10. MAE
11. MAE
12. OAE
13. SDE
14. SDE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: March, 2003

Bargaining Group: Redwood City Management Employees' Association