CITY OF
SIMI VALLEY

DEPUTY DIRECTOR/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, supervises and coordinates the programs and activities of the City Clerk's Office including maintaining responsibility for the City's Seal, City Council agendas, meetings and minutes, municipal elections and municipal codes; provides information regarding local and state laws; and keeps an accurate record of all proceedings of the City Council and other City boards and commissions.

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. Assume management responsibility for all services and activities of the City Clerk's Office including maintaining responsibility for the City Seal, City Council agendas, meetings and minutes, municipal elections and municipal code maintenance.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for the City Clerk's Office; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate City Clerk's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Provide significant support in the preparation and administration of the assigned department budget; monitor expenditures and recommend modifications or adjustments, as appropriate.
7. Compile, prepare and edit the City Council agenda packet including minutes, transcripts and action letters; review and distribute Council agenda and documentation package.
8. Administer the City-wide records management program; maintain, dispose, and preserve official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements.
9. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts and various legislative documents; provide records retrieval services to the public.
10. Receive and file claims and lawsuits filed against the City; prepare and certify information and/or provide deposition.
11. Coordinate and conduct City elections; prepare election booklet and all forms necessary for candidates to run for office; ensure compliance with election laws.
12. Attest, publish, index and file ordinances and resolutions; may perform notary public duties.
13. Attend and participate in City Council meetings; record proceedings; direct preparation of minutes.

14. Serve as liaison for the City Clerk's Office with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions and committees; prepare and present staff repots and other necessary correspondence.
16. Provide responsible staff assistance to Assistant City Manager.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform 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:

Operational characteristics, services and activities of a City Clerk's Office.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Principles and practices of records management program administration including records retention laws.
Election laws and procedures.
Political reform requirements.
English usage, spelling, grammar and punctuation.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods and computer equipment.
Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Oversee the operations, services and activities of the City Clerk's Office.
Manage, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Develop and administer an efficient records management system.
Coordinate municipal elections.
Develop and administer program goals, objectives and procedures.
Prepare clear and concise administrative reports.
Analyze problems, identify alternative solutions, project consequence of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Attend staff meetings at irregular hours.
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:

Equivalent to a bachelor's degree in public administration, business administration or a related field.

Experience:

Four years of increasingly responsible supervisory or administrative records management experience, including two years in a government agency, preferably at a local level. City Clerk Office and elections experience are desirable.

License or Certificate:

Possession of, or ability to obtain, a Certified Municipal Clerk certification from the International Institute of Municipal Clerks (IIMC) is 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 the essential job functions.

Environment: Standard office setting; exposure to computer screens; may be required to work irregular hours including evenings and weekends.

Physical: 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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