

CITY OF SIMI VALLEY

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 general direction, to provide direct administrative and program support to the City Clerk in the preparation, distribution and publication of the City Council agendas and packets; lead and coordinate the work of support staff; participate in the maintenance of official City records; to act in the capacity of Assistant City Clerk, when delegated; and to perform related work as required.

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. Prepare, review, assemble, and coordinate City Council meeting agendas and agenda packets including reviewing agenda items for completeness, ensuring compliance with the Brown Act; serving as a point of contact for City departments, creating electronic versions of agendas/packets, and publishing agendas and packets using the City's agenda management system; edit and proofread agenda and various other documents for accuracy.
2. Attend City Council meetings; coordinate set up of technological and other requirements; announce agenda items, time speakers, and prepare draft minutes.
3. Perform follow-up work for City Council meetings, preparing and distributing required notices and publication of actions, resolutions, and ordinances including codification of ordinances in a timely fashion, administering oaths of office; certify documents.
4. Preparing City Council and other meeting minutes, obtaining signatures and routing documents based on City Council action.
5. Lead the work of City Clerk office staff including coordinating and reviewing work activities and work products.
6. Receive and process Public Records Act requests and Subpoenas for records/appearance including notifying and coordinating requests with appropriate City departments and staff and ensuring compliance with established policies and standards.
7. Participate in City election and campaign finance activities including candidate meetings, candidacy document submittals and compliance, annual economic interest filings, and coordinating activities with county elections staff.
8. Provide coverage and assistance in all areas of the City Clerk's Office as necessary to ensure the operation of the Office including filing, photocopying, answering the telephones, and assisting the public at the counter.
9. Answer questions and provide information to City staff and the public regarding City procedures and policies; may perform notary public duties.

10. Compose, type and proofread a wide variety of complex and confidential documents, reports, letters and memoranda; type from recording or verbal instruction.
11. Perform a variety of research activities for various departments and the public; update and prepare various information and/or staff reports, statistical reports and data; develop historical records on research efforts.
12. Maintain filing systems for official documents and City records; maintain records of appointments to City Commissions, Boards and Committees; index all meeting notes from files to computer system; photocopy documents; may certify documents as official City records; ensure accurate filing procedures; assist in records management; file, audit, and retrieve requested records; follow archival, destruction and retention procedures.
13. Prepare legal notices and advertisements for publication; mail to appropriate parties; coordinate ad posting.
14. Assist in a variety of department operations; perform special projects and assignments as requested.
15. Attend and participate in support staff group meetings as required.
16. 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:

Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Practices and techniques of minute taking and preparation.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Lead and coordinate the work of administrative support and office staff.
Perform responsible and difficult recording secretarial work involving the use of independent judgment and personal initiative.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Maintain accurate, complete and confidential records.
Independently prepare correspondence and memoranda.
Type at a speed necessary for successful job performance.
Attend meetings at irregular hours.
Work independently in the absence of supervision.
Maintain tact and courtesy in high stress environment.
Operate and use modern office equipment including a computer.
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 the completion of the twelfth grade supplemented by specialized secretarial training or college level course work in a related field.

Experience:

Four years of increasingly responsible secretarial experience including participating in recording activities.

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.

Physical: Sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; light to moderate lifting and carrying; operate office equipment including extensive use of a computer keyboard.

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.

Adopted: November 2019 (Res. No. 2019-49)