

CITY OF MILPITAS
Established: 09/91
Revised: 07/03, 08/04, 08/12
EEOC: Official/Admin
Unit: Mid-Mgmt/
Confidential
FLSA: Exempt
Physical: 1

DEPUTY CITY CLERK

DEFINITION

Plan, organize and direct a variety of complex administrative, technical, and possible supervisory duties in support of the City Clerk Division's day-to-day operations; provides a high level of administrative and technical support to the City Clerk and performs all duties of the City Clerk in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for assisting the City Clerk in administration of the City Clerk Division's operations. The incumbent works under the direction of the City Clerk and could exercise supervision over clerical positions.

EXAMPLES OF ESSENTIAL DUTIES - *Duties may include, but are not limited to, the following:*

- ◆ Assist in the development and implementation of the Division's goals, objectives, policies, procedures, and work standards.
- ◆ Work with staff, the general public, and elected officials providing a high level of administrative support services.
- ◆ Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, and records retention.
- ◆ Research public records and provide information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- ◆ Assist with the compilation of agenda items for City Council meetings; direct preparation and distribution of agenda packets; summarize and publish agenda information.
- ◆ Index, process, copy, distribute, file and certify copies of ordinances, resolutions, official minutes and other public records; maintain and update Municipal Code books.
- ◆ Prepare and publish legal and public notices in coordination with City departments.

CITY OF MILPITAS
Deputy City Clerk

- ◆ In the absence of the City Clerk, perform the City Clerk duties, such as attend meetings, write agenda reports, take minutes, and supervise the Division staff.
- ◆ Assist the City Clerk in the administration and conduct of municipal elections.
- ◆ Monitor workflow, plan, organize, direct Division staff, and service levels as assigned.
- ◆ Assist in the development and preparation of the annual budget and monitor expenditures throughout the year.
- ◆ Certify, notarize, and record City documents.
- ◆ Administer special programs and process related documents, such as insurance certificates, Statements of Economic Interest, Bingo license and renewals, accept passport applications, and any other statutory duties.
- ◆ Collect, compile, analyze, and prepare data for special surveys, projects, and reports.
- ◆ Provide support to Commission or Subcommittee, if assigned.
- ◆ Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Modern office management practices and procedures.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Organization and functions of municipal government.
- ◆ Office equipment including computers and office software applications.
- ◆ Multiple filing systems.
- ◆ Laws, rules, regulations, and procedures related to City Clerk functions, including municipal elections, open government and public records.
- ◆ Principles and practices of management, supervision, training, and performance evaluation.
- ◆ Outstanding customer service.

Skill and Ability to:

- ◆ Locate and assemble data; provide information and organize material in conformance with laws and procedures.
- ◆ Take notes and summarize written or verbal material presented.
- ◆ Interpret a wide variety of documents and apply knowledge of diverse procedures.
- ◆ Establish and maintain effective work relationships, with City staff, officials, passport customers and the general public.
- ◆ Supervise, train, and evaluate assigned professional, technical, and clerical personnel.
- ◆ Maintain filing systems and complex records including confidential data.
- ◆ Keep abreast of laws, regulations, and pertinent professional knowledge related to the City Clerk profession.
- ◆ Communicate effectively, both orally and in writing and by various methods (e.g. in person, telephone, or e-mail).
- ◆ Work independently, meet deadlines, and make decisions on procedural matters with minimal or no supervision.
- ◆ Satisfactorily use office software on a personal computer.
- ◆ Efficiently take and transcribe notes.

EDUCATION AND EXPERIENCE

Experience:

Five (5) years of increasingly responsible administrative support experience with varied assignments, projects, public contact, and technical office management; including at least one (1) year of supervisory experience or experience as a lead in project coordination.

Education:

High school diploma

License or Certificate

Posses or ability to obtain and maintain an appropriate valid California Driver License.

Possess or ability to obtain within six (6) months of employment and maintain throughout employment a Notary Public Commission.

Possess or ability to obtain designation as a Certified Municipal Clerk (CMC) within three (3) years of employment. (<http://www.iimc.com/index.aspx?NID=126>).

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SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to take notes at a rapid speed; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director