

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy City Clerk	Job Family: 2
General Classification: Professional	Job Grade: 21

Definition: To oversee the day-to-day operations of the City Clerk's Office by performing full office management and administrative duties.

Distinguishing Characteristics: Receives direction from the City Clerk.

Exercises direct supervision over front-line clerical staff and is responsible for the management of day-to-day operations of the City Clerk's Office.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Coordinate and prepare City Council agendas and special meeting notices under tight time deadlines; compile agenda items for Council meetings; prepare, proof and arrange for the printing of agenda packets; assemble and distribute agenda packets to Councilmembers, the press and other parties as applicable.
2. Ensure that City Council actions are accurately recorded and ensure that agenda materials are accurately processed.
3. Provide information to the public and to other City departments concerning such matters as Council actions and applicable laws and procedures; may independently compose responses to requests for such information.
4. Oversee, and occasionally perform, the processing of assessment districts, annexations, deeds and contracts.
5. Hire, train, motivate and evaluate clerical staff; provide technical assistance and guidance to staff.
6. Function as the City Clerk in his or her absence and perform all statutory and other duties; attend Council meetings as required.
7. Take Council actions and proofread minutes for final preparation.
8. Assist the City Clerk in conducting biennial municipal elections and in administering State campaign and disclosure laws and City's Conflict of Interest Code.

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9. Review, revise and develop procedures to ensure the office runs efficiently.
10. Assist with the preparation and administration of the department and City Council budgets; monitor office expenditures as appropriate.
11. Administer, in coordination with the Chair of the Council Appointments Review Committee, the recruitment process for Council-appointed board and commission members.
12. Coordinate registration and travel arrangements for the City Council to conferences and seminars.
13. Ensure that quarterly City Code updates are delivered and distributed to the City Council, staff and subscribers in a timely manner.
14. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic English and arithmetic; office management techniques, planning and organization; City Clerk functions and applicable laws; general organization and functions of city government; techniques of training and supervision; City department functions and organization; read and write basic English; perform basic arithmetic.

Ability to: Locate, assemble and retrieve data; develop formats for reports and presentations; perform process improvements through the implementation of enhanced manual or automated systems solutions which increase organizational efficiency; take accurate notes and write up summaries of meetings; communicate tactfully and effectively with individuals throughout the City, the Council and the general public; organize and maintain filing system; be detail-oriented and monitor timelines to ensure legal compliance; supervise, train and evaluate assigned staff; take and transcribe notes of public meetings; type 50 words per minute.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible clerical experience including office management. Experience in a City Clerk's Office or other public agency is highly desirable. Training and experience equivalent to completion of an

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associate arts degree in office management, supervision or business administration or a related field.

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Required Licenses or Certificates: Valid California driver's license.

Established January 1994

Revised

CLASS SPECS

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