

CITY OF COVINA

CHIEF DEPUTY CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Records Management Department, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as prescribed by statute; in coordination with the elected City Clerk conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; coordinates program activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council, City Clerk, City Manager, and Assistant City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Chief Deputy City Clerk** is an at-will executive level classification which exercises full responsibility for all functions and operations of the Records Management's Office including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest. This position is distinguished from the next higher classification of Assistant City Manager in that the latter has overall responsibility for all City Departments.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Assistant City Manager. Provides support to the elected City Clerk to accomplish the responsibilities of the position. Exercises direct supervision over assigned office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Records Management's Office activities, budgets, and services including activities associated with the production, publication and maintenance of City records, agendas, agenda packets, and minutes relating to City Council, and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; supervises, trains, motivates and evaluates assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

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- Executes and certifies official City documents; maintains custody of the City Seal; administers and files oaths and affirmations; takes affidavits and depositions pertaining to City affairs.
- Keeps an accurate record of the proceedings of the City Council and related boards and commissions; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records; updates the Municipal Code to reflect actions of the Council.
- Plans and directs the conduct of municipal elections in cooperation with the City Clerk; assists in administering local data returns for statewide elections; serves as liaison with County elections officials.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City Clerk, City Manager, City Attorney and other filings with the Fair Political Practices Commission.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes, enforces and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.
- Verifies and implements City Code updates by informing appropriate parties; coordinates with Publisher and City Attorney to correct inconsistencies under the policy direction of the City Council; develops and coordinates communications with the community to increase citizen accessibility to City records and information.
- Conducts special projects as assigned by the Assistant City Manager; directs the City's centralized records management system.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Attends bid openings; opens bids; and maintains custody of bid bonds.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Chief Deputy City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in a City Clerk's office including two years of administrative or supervisory experience and an associate of arts degree in public or business administration or a closely related field. A bachelor's degree is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of, or the ability to obtain, certification as a California Certified Municipal Clerk. Possession of a Notary Public is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and perform the duties of the Records Management's Office; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.