

CITY OF OROVILLE – CLASSIFICATION PLAN – JOB DESCRIPTION

DATE ADOPTED BY CITY COUNCIL 06-06-00	COMP. CODE 8810	SERVICE Council Appointive	JOB TITLE DEPUTY CITY CLERK
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DEFINITION:

Under the general direction of the City Administrator (acting as City Clerk), performs the statutory duties of City Clerk under the provisions of the City Charter, City Code and state law; plans, directs and coordinates the activities of the City Clerk’s Office; provides responsible, professional staff assistance to the City Administrator and City Council; undertakes related work as required.

TYPICAL DUTIES:

Attends meeting of the City Council, Redevelopment Agency, Joint Powers Authority and such other boards, commissions and bodies as required and takes minutes of their proceedings; plans, directs, supervises and coordinates the publication, filing, indexing and safekeeping of all Council proceedings and those of related city bodies; records and publishes ordinances; attests and certifies city documents; serves as custodian of the City Seal; plans and directs municipal elections; serves as the filing officer for required disclosure under the Political Reform Act and for claims and legal actions against the city; plans and directs the maintenance and safekeeping of all historical and official municipal records and documents; responds to a wide variety of requests for information regarding Council actions and documents; prepares and distributes the agenda for the Council, Agency and Authority; acts as custodian of Council proceedings, ordinances, resolutions and minute orders; develops and implements systems, policies and procedures; administers the provisions of various state laws, such as the Elections Code, Political Reform Act of 1974, Brown Act and Public Records Act; administers Oaths of Office to elected and appointed officers and employees; countersigns bonds and other evidences of indebtedness issued by the city; coordinates with other city offices, departments and outside agencies; plans and organizes special city events; supervises the use of the City Council Chamber and Conference Rooms; secures bids for official advertising; supervises procedures for appointments to city Boards, Commissions and Committees; provides risk management support in processing liability claims; prepares analyses and reports as required by the Council and City Administrator; maintains confidentiality of designated city records under the provisions of the Public Records Act; prepares City Council and Clerk’s Office budgets for review/approval and administers adopted budgets.

DESIRED QUALIFICATIONS:

Knowledge of:

- Federal, state and city laws, rules, regulations and procedures relating to the operations of the City Council and City Clerk’s Office;
- State election laws and procedures;
- Political Reform Act provisions and procedures;
- Principles and practices of staff supervision, training and performance evaluation; and
- Modern office practices, procedures, techniques and equipment including computerized word processing and spreadsheet applications.

Ability to:

- Plan, organize, direct and coordinate the operations of the Clerk’s Office in a manner conducive to full performance and high morale;
- Properly interpret and make decisions in accordance with applicable laws, regulations, rules and policies;
- Learn applicable laws, operations, standards, policies, procedures and requirements relating to City Council and Clerk functions and interpret them accurately to others;
- Analyze administrative and legal problems and recommend sound policy and/or procedural recommendations to resolve them;
- Establish cooperative relationships with city offices and departments, and a variety of public and private groups and citizens;
- Supervise, train and evaluate assigned staff;
- Communicate clearly and concisely both orally and in writing; and
- Understand and carry out a variety of oral and written instructions effectively.

Experience:

Five years of increasingly responsible professional secretarial and/or administrative experience, including at least two years as an executive or administrative secretary responsible for office supervision and records management, preferably in a local government jurisdiction.

Education:

Graduation from an accredited college or university with a degree with a Bachelor’s Degree in public or business administration or a closely related field; a Master’s Degree is desirable. Extensive experience and training that directly relates to the duties of the position may be considered in lieu of the completion of the formal education requirements.

Additional Requirements:

- Possession of a valid California Driver License; Municipal Clerk Certification is desirable.