

City of South San Francisco
Human Resources Department

Assistant City Clerk
Class Description

Definition

Under general direction, assists the Elected City Clerk in managing the programs and activities of the City Clerk's office to include administrative and logistical support to City Council meetings, official records management and retention, municipal elections, legal notices, interprets laws and codes as they relate to the City Clerk's Office; provides technical administrative assistance to the City Clerk; and does related work as required. Acts in the absence of the City Clerk.

Distinguishing Characteristics

This is a single position class that is responsible for assisting the City Clerk with the day-to-day management of the City Clerk's Office, performing the more difficult and complex duties, as well as supervising, assigning, training and evaluating the work of staff.

Typical and Important Duties

1. As a member of the department's management team, assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems.
2. Coordinates, oversees, and performs professional-level administrative support work in such areas as: program development and oversight, project coordination, public and media information, budget development, financial administration and reporting, purchasing, contract administration, management analysis, automation, and program evaluation
3. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in administrative and technical duties related to supporting the City Clerk's Office.
4. Prepares detailed and often confidential correspondence, reports, forms, invitations, presentations, graphic materials, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, formatting, and correct English usage, including grammar, punctuation, and spelling.
5. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures in collaboration with the City Clerk.
6. Provides information on the interpretation of laws and codes related to federal, state and local elections, political appointments, City records, and other issues related to the functions of the City Clerk's Office.
7. Administers electronic and hardcopy processes related to the development and distribution of the City Council agenda, supporting documentation and packet; conducts a review of all agenda items and staff reports for accuracy and formatting for both hardcopy and electronic submissions; troubleshoots and resolved electronic submission issues.
8. Ensures that City Council meetings are properly set up and that all meeting audio-visual communications and technology related equipment are functioning.

9. Administers oaths of office to elected, appointed officials and city employees, as needed.
10. Takes meeting notes for minute preparation; finalizes, transmits and tracks City ordinances, agreements, resolutions and motions.
11. Interfaces with members of the public and provides requested information.
12. Performs research, analysis and project management on operational activities as assigned by the City Clerk.
13. Informs and advises City Council members, department management, staff, Boards and Commissions and Committees on issues or possible conflicts of interest related to Fair Political Practice Commission in the absence of the City Clerk.
14. In the absence of the City Clerk, serves as election official for the City in disseminating information, responding to legal and technical questions, and working with County election officials; provides technical assistance to the City Clerk with respect to conducting municipal elections.
15. In the absence of the City Clerk, signs and executes ordinances, resolutions, agreements, minute orders, election documents, and related documents; reviews and tracks information to ensure legal and technical accuracy.
16. Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate two-way radio or other department-specific equipment.
17. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
18. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints
19. Performs related duties and responsibilities as assigned.

Job-Related Qualifications

Knowledge of:

- Municipal agency operations and services.
- Principles, practices and procedures of City Clerk functions and requirements and municipal government operations and organization.
- Principles, practices, and methods of modern records retention and management policies and procedures and access to public records/information, including rapidly-changing trends in methods and technology.
- Principles of supervision, training and performance evaluation.
- Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.
- Principles and practices of organizational analysis and management.
- Computer applications related to the work, including word processing, spreadsheet applications and software as it relates to City Clerk Office document preparation and distribution.
- Standard office administrative practices and procedures, including the use of standard office equipment.

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- Methods and techniques of conducting research.
- Methods and techniques of evaluating administrative processes and recommending alternative solutions.
- Business arithmetic and basic statistical techniques.
- Principles and practices of technical report and business letter writing.
- Principles and practices of customer service.
- English usage, spelling, punctuation and grammar.
- Techniques for working effectively with the public and City staff, in person and over the telephone.

Ability to:

- Assist the City Clerk in managing and directing operations of the City Clerk's Office.
- Exercise sound decision making skills and proper judgment in the handling of sensitive and confidential matters.
- Supervise, train and evaluate personnel. Interpret and explain department policies and procedures and rules and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Attend evening and/or special meetings of the City Council and boards and commissions, as required.
- Coordinate the development, production and distribution of City Council meeting agendas, supporting documents and packets.
- Coordinate the logistics of City Council meetings.
- Read, interpret and apply laws, rules and regulations related to the operations of the City Clerk's Office.
- Organize, compile and maintain complex and extensive records.
- Review documents for completeness and follow appropriate steps for the retention of records, files and documents.
- Establish, maintain and research departmental files.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare clear, concise, narrative and statistical reports.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Work with sensitive and confidential information.
- Recommend process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.

Skill in:

- Word processing and working with a variety of computer applications with sufficient speed and accuracy to perform assigned work.
- Entering and retrieving data into standard computer with speed and accuracy sufficient to perform assigned work.
- Managing electronic and hard copy records.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible professional administrative and technical experience in a municipal clerk office or comparable public agency which has included at least one year of supervisory or lead experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in public administration, business administration or a related field. Possession of a Bachelor's Degree from an accredited college or university is highly desirable.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.
- Possession of, or ability to obtain and maintain, a Notary Public certification
- Possession of, or ability to obtain, a Certified Municipal Clerk (CMC) certificate within 24 months of employment.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; mobility to work in a typical office setting to use standard office equipment; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work environment:

Work in a standard office setting. The position may require extended hours, off-shifts, or weekends.

Ability to:

Travel to different sites and locations.

Additional Information:

- Approved: August 15, 2019
- Revised Date: N/A
- Former Titles: N/A
- Abolished: N/A
- Bargaining Unit: Mid-Management

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- DOT: No
- Status: Exempt
- Job Code: M830