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## CHIEF DEPUTY CITY CLERK

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### **DEFINITION**

Under general direction, prepares City Council agendas and minutes, conducts municipal elections, ensures compliance with the Brown Act, Public Records Act and Fair Political Practices Commission regulations and manages city's Records Retention Program.

### **SUPERVISION EXERCISED**

Supervises subordinate personnel.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Prepare City Council, Successor Agency, Housing Authority, Financing Authority and Oversight Board Agendas and minutes.

Review agenda reports prepared by other staff members for completeness.

Prepare, record and certify ordinances and resolutions.

Ensure compliance with Brown Act by timely posting/publishing meeting notifications, public hearing notices, ordinances.

Respond and coordinate responses to Public Information Record Act requests.

Ensure compliance with Fair Political Practices Commission by distributing, collecting and filing form 700 Conflict of Interest statements and City Council candidate forms; ensure identified elected and appointed official and staff receive AB 1234 training.

Coordinate process for appointed officers in accordance with the Maddy Act.

Coordinate and conduct municipal elections; organize and facilitate candidate orientation; determine precinct boundaries, establish polling places, recruit and train poll workers, manage ballot counting process and verify provisional ballots.

Develop and maintain Records Retention Program; assist staff and the public with records searches.

Participate in development of goals, objectives, policies, procedures and strategic planning.

Train, supervise evaluate and discipline subordinate personnel.

Prepare and monitor budget.

Perform related duties as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Municipal records management and retention policies, procedures and laws.

Federal, State and local laws including but not limited to the Brown Act, Public Records Act, Fair Political Practices Commission and Maddy Act.

Principles of budget preparation and monitoring.

Principles of supervising, training, evaluating and disciplining subordinate personnel.

Office practices, procedures and equipment.

Ability and Skill to:

Type at a speed of 45 words per minute.

Transcribe minutes.

Train, supervise, evaluate and discipline subordinate personnel.

Analyze problems and identify and implement solutions.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to records retention and requests, elections, and conflict of interest.

Manage and coordinate work of others

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.



**QUALIFICATIONS**

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

BA/BS in Business or Public Administration or related field and four (4) years increasingly responsible experience in municipal records management and elections including some supervisory experience.

**LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record

Notary Public Certificate

CMC

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

