

## DEPUTY CITY CLERK

**POSITION SUMMARY:** To support all activities of the Clerk's Office, with particular responsibility for financial management, processing City Council actions, and election administration. To act as the City Clerk in his or her absence as requested. The Deputy City Clerk is responsible for the day-to-day office management of the Clerk's Office, including the assignment of tasks and coordinating schedules and leave for subordinates, and may be asked to fulfill the duties of Clerk in that person's absence.

**SUPERVISION RECEIVED:** Work is performed under the direction of the City Clerk.

**SUPERVISION EXERCISED:** Supervision is exercised over office staff or as designated by City Clerk.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Prepares minutes of City Council meetings, and processes resolutions, ordinances, contracts and other documents required as a result of Council action.
2. Drafts necessary correspondence to communicate with staff and third parties about Council action, and meets all required publishing and posting requirements.
3. Files, indexes or images permanent records of Council action to ensure retention and access.
4. Oversees absent voter ballot issuance for each election, including maintaining proper security and accuracy, statistical reports and recordkeeping.
5. Assists the Clerk in the general administration of all elections, including conducting research, writing reports, conducting analysis of laws and regulations and training of inspectors.
6. Performs financial management tasks such as inputting budget data, processing requisitions and purchase orders, timekeeping, petty cash and travel.
7. Processes Freedom of Information Act Requests and maintains the required files.
8. Stays abreast of information and developments related to the operations of the City Clerk functions.
9. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A four year college degree in business, accounting, management, public administration or related field, plus three years progressively responsible experience in local government or business office management, or a combination of education and experience which provides the required knowledge, skills and abilities.

- B. Possess designation as a certified Municipal Clerk or make satisfactory progress to obtain certification after appointment to the position.
- C. Knowledge of municipal government operations.
- D. Knowledge of election administration.
- E. Knowledge of modern business accounting clerical practice.
- F. Ability to plan and supervise the work of clerical subordinates.
- G. Ability to research and interpret applicable state and local laws, e.g., open meetings, freedom of information, elections, records management.
- H. Ability to conduct research and prepare reports.
- I. Ability to communicate effectively orally and in writing for varied audiences.
- J. Ability to interact effectively with staff at other levels and in other areas of the organization; with elected officials; with vendors and business partners; with the general public.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items up to 25 pounds. Bending, stooping and carrying is required when dealing with election equipment. Ability to drive to polling locations on is also required.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.