

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by City Council: 11-04-13
Classification Series: City Clerk	Resolution No.: 2013-51
FLSA Status: Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, assists in organizing and composes the City Council Agenda; attends Council meetings with the City Clerk, writes minutes of City Council meetings; and performs administrative duties in support of the City Clerk’s office and perform related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Attends City Council meetings as required; take minutes during meetings; writes, edits, proofreads and submits in finished form for City Council approval;
- Attends agenda review meetings with City Administration to review proposed agenda documents;
- Reviews and compiles information submitted by departments;
- Interacts with departments to coordinate agenda preparation; makes revisions and adds documentation as required;
- Reviews the work of department staff; certifying and processing ordinances, resolutions, agreements, and other official documents and administering the Oath of Office;
- Assists in the authorizing and the release of City records; insuring compliance with Public Records Act;
- Prepares notices of meetings for posting and publication pursuant to State Law;
- Performs notarial duties including notarizing and certifying documents;
- Performs a wide variety of complex and confidential duties for the publication, filing, and safeguarding of City Council proceedings and records;
- Knowledge of and participation in the processing, storage and retrieval of documentation and other related materials for City Council meetings, including, but not limited to, agendas, agenda material, minutes, resolutions, ordinance, and other official documents;
- Maintains Municipal Code and code index;
- Coordinates systems for records retention, files, reports and retrieval;
- Takes the lead in performing legally required duties involved with agreements, bonds, and insurance, including expiration dates and indexing actions;
- Assists in planning and coordinating of municipal elections;
- Coordinates the processing of legal advertising for the City including bids and public notices;
- Certifies published affidavits for ordinances;
- Supervises the receipt of documents, petitions, claims, and bid proposals;
- Maintain records of appointments to City boards, commissions, and committees;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: City Clerk
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 11-04-13
Resolution No.: 2013-51

(Continued)

- Assists in special projects, such as gathering and tabulating data and preparing department reports;
- Prepares letters advising various individuals/organizations of City Council actions;
- Responds to the public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and city Council actions;
- Maintains office payroll and attendance records;
- Assists in planning, organizing and directing the functions of the City Clerk's Office, including supervising staff;
- Assists in the evaluation of employees' job performance, and can effectively recommend personnel action;
- Assists the public by giving a wide variety of information regarding City records, ordinances, resolutions and motions;
- Maintains and researches legislative and historical records, including codification of ordinances;
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Policies and procedures related to the functions and statutory obligations of the City Clerk's Office;
- Legal requirements relating to the Brown Act, California Elections Code, Political Reform Act, California Public Records Act, Maddy Act, and Fair Political Practices Commission requirements;
- Organization and functions of municipal government and the role of City Clerk;
- Parliamentary procedures;
- Procedures and requirements for developing, maintaining, archiving and retention of municipal records, including and electronic documents management system;
- Effective record keeping principals, practices and procedures.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications;
- English usage, spelling, grammar, punctuation and business writing and proofreading;

Ability to:

- Maintain confidentiality and handle confidential information with discretion and in accordance with established procedures and State and Federal Laws;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: City Clerk
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 11-04-13
Resolution No.: 2013-51

(Continued)

- Independently perform a variety of responsible, confidential and complex administrative, technical, secretarial, and clerical duties in support of the City Clerk's Office;
- Interpret and summarize written material;
- Interpret and apply municipal laws and procedures, state and federal requirements, election laws, and political reform requirements;
- Work independently with minimum supervision;
- Work under pressure and meet tight deadlines with speed and accuracy;
- Provide information and organize material in conformance with policies and regulations;
- Communicate in an effective and professional manner with elected officials, co-workers, and the public, orally and in writing;
- Prepare agendas and minutes and maintain municipal records;
- Establish and maintain effective working relationships with City staff and the public;
- Assist the public, City officials and others in researching or obtaining answers to questions regarding City business;
- Develop and implement department policies and procedures;
- Understand and follow complex oral and written instructions;
- Interpret and apply laws, rules, regulations, procedures and policies;
- Maintain filing systems;
- Understand and interpret MOU's, administrative policies, department rules and other policies related to job duties;
- Prepare, write, compose, using good vocabulary and organization; accurate letters, reports and other forms of correspondence;
- Assist effectively supervising subordinates;
- Assist in reviewing and evaluating employees;
- Foster a teamwork environment;
- Assist in leading, coaching, instructing and motivating employees;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet or exceed the standards of performance for the classification;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: City Clerk
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 11-04-13
Resolution No.: 2013-51

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and college level business and commercial courses from an accredited university or college.

Experience:

- Five (5) years or more of progressively responsible administrative support experience, with three (3) years of experience as a Deputy City Clerk in a municipal clerk’s or law office, college coursework in modern office procedures and practices, or a closely related experience is preferred.
-

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record.
- Ability to obtain a State of California Notary Public within six (6) months of appointment;
- Ability to obtain Certified Municipal Clerk designation within three (3) years of appointment.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.