

CHIEF ASSISTANT CLERK OF THE COUNCIL (MM)DEFINITION

Under direction of the Clerk of the Council, assists in administering and supervising all activities relating to the City's legislative processes, including City Council meetings, elections, and the Public record.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Under general direction, performs highly responsible and complex administrative support to the Clerk of the Council. Analyzes current methods of providing services and documents to the City Council, City staff and the public, and researches, designs and implements new systems and procedures. Selects, trains, supervises and evaluates assigned personnel; implements disciplinary procedures if necessary. Oversees the coordination, preparation and distribution of City Council agendas, agenda packets, and notices of public meetings and hearings. Attends all City Council meetings and assists the Clerk of the Council with post-meeting documentation and follow-up. Researches special topics and issues at the request of the Clerk or the City Council. Compiles statistical data, prepares complex reports, and makes presentations. Develops and administers the Clerk of the Council Office budget. Serves as a resource for the City's board and commission Secretaries regarding the formatting and posting requirements for agendas, compliance with legal requirements and City policies, and related matters. May provide training. Assists the Clerk in the planning and conducting of City elections and other legal processes of the Clerk's Office. Monitors and audits compliance with State and local campaign finance and conflict of interest laws. Participates in the development, implementation and monitoring of goals, objectives, policies and procedures for the Office. Assumes responsibilities of the Clerk of the Council in the incumbent's absence. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

Single position classification that performs, supervises the performance and manages assigned activities in the Clerk of the Council Office. This mid-management position differs from the Clerk of the Council in that it is part of the Civil Service, unlike the Clerk of the Council who is appointed by the City Council. The position interfaces with elected officials, executive managers and all levels in the City organization.

MINIMUM BASIC QUALIFICATIONS

Five years of progressively responsible experience in a city clerk's office, including at least three years of supervisory or management experience. Graduation from an accredited college or university with a degree in public or business administration or a closely related field may be used in combination with experience to meet the minimum qualifications, or any equivalent combination of training and experience that provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: local government statutes including election and government code sections applicable to a city clerk's office; Fair Political Practices Commission rules and requirements.

Knowledge of: general municipal law and ordinances; the Ralph M. Brown Act and open meetings rules; current law and case law pertaining to closed sessions and meeting procedure; the format, structure and preparation of documents generated from a city clerk's office; the equipment and technology available and applicable to the functions of a city clerk's office; principles and practices of budgeting, records management and supervision of staff.

Skill in: the use of a personal computer and relevant software applications such as Microsoft Word, Excel, and Outlook.

Ability to: supervise personnel; independently complete projects and assignments; interpret laws and documents; analyze data and make sound recommendations; communicate effectively both orally and in writing; develop and implement policies and procedures; establish and maintain effective working relationships with public officials, City staff and the public; substitute for the Clerk in her absence.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

The successful performer is a highly organized, detail-oriented, analytical supervisor who enjoys working in a team environment but is also comfortable working independently on projects and assignments. This individual easily coordinates a wide variety of tasks with strict deadlines and different, sometimes shifting, levels of priority. The successful performer is responsive, courteous, and tactful when dealing with others, and very aware of the importance of confidentiality when handling sensitive matters.

Class title established per Council Resolution No. 2007-036,
effective 5-01-07

Class specification prepared and approved: 5/07