

SENIOR DEPUTY CLERK OF THE COUNCILDEFINITION

Under general supervision, performs complex clerical work involving legislation and election matters, and assists the Clerk of the Council in carrying out Charter and Code-mandated duties.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares City Council Agendas and executes items for public records purposes. Ensures legal notice requirements are met. Processes Deeds, Projects, Specifications, and Certificates of Insurance. Coordinates execution and tracking of City Manager-approved and City Council-approved Agreements. Assists in the conduct of municipal elections. Schedules and bills Chapter 3 appeal hearings. Coordinates and reviews all City Council presentation documents and prepares Agenda language. Formats Minutes and Agendas for Web site. Serves as staff support to the Clerk at City Council Meetings. Assists in the production of the department budget. Develops and maintains computerized databases. Assists in records management planning and the disposition of inactive records. Responds to inquiries from City officials, staff and the general public. Performs duties of the Clerk of the Council in the absence of the Clerk, and performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class performs highly responsible, complex clerical duties pertaining to City legislation and election operations and contract compliance such as those involving agreements and insurance. Work requires a high degree of initiative, judgment and sensitivity and involves extensive public contact and interface with other City departments. Decisions are made independently in accordance with established systems and procedures, and are reviewed through internal controls and periodic audits. This class differs from Deputy clerk of the Council by the complexity of the work performed, the degree of independent judgment exercised and familiarity with legal or procedural requirements associated with the work.

MINIMUM BASIC QUALIFICATIONS

Five years of progressively responsible secretarial experience including three years in the Clerk of the Council or similar office; a commitment to total Quality Services; or any equivalent combination of education and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of standard business applications for microcomputers, currently Microsoft office suite applications including MS Word, Excel and Access; modern office practices; Business English, Political Science, Mathematics, and Administration. Ability to type or wordprocess at a corrected speed of 50 wpm; operate computers and other modern office equipment; make operating decisions independently in accordance with established policies and procedures; keep complex records; supervise, cooperate and work effectively with other employees. Skill in dealing with the public with courtesy and tact.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a highly organized self-starter who possesses excellent initiative and judgement. This service-oriented individual is responsive, courteous, and tactful when dealing with others, even in difficult

situations. The successful performer also understands the importance of confidentiality, flexibility and continuous learning.

Class specifications reviewed and revised 8/2000