

## CITY OF CARSON

**Title:** CHIEF DEPUTY CITY CLERK

**Job Summary:**

Under the direction of the City Clerk, manage day-to-day office services and operations of the City Clerk's office; provide specialized technical and administrative assistance to the City Clerk; supervise and evaluate the performance of assigned staff; and perform the duties of the City Clerk in the Clerk's absence or as assigned as defined by California Statutes and the Carson Municipal Code.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Organize, coordinate and direct the day-to-day operations of the City Clerk's Office; plan and monitor workflow to assure efficiency and effectiveness.
2. Perform a variety of highly responsible, complex and sometimes confidential administrative assistance and technical support to relieve the City Clerk of administrative detail.
3. Conduct a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned division or office; research, analyze and prepare recommendations or conclusions on assigned projects.
4. Provide technical assistance to the City Council, City Administrator, City Attorney, departments, commissions, committees and other personnel as necessary.
5. Develop new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis; assist with implementation after securing approval.
6. Convey and clarify information concerning established policies, procedures and programs to other City departments, committees, employee groups, agencies and the general public; coordinate communications with the City Council, other City departments, outside-agencies and the general public regarding City functions, policies and procedures.
7. Develop recommendations regarding established, revised or new procedures and policies; evaluate organizational, functional and financial impact and assist with implementation as assigned.
8. Prepare resolutions, ordinances and related correspondence; develop forms and procedure handbooks.
9. Attend various meetings; represent the City Clerk at various meetings with City management, outside agencies and contractors.

11. Exercise discretion in disseminating information, explaining policies and procedures and speaking, as directed, for the City Clerk in personal and telephone contacts and meetings.
12. Supervise and participate in maintaining, assembling and correlating the official records of the City Council; attend City Council Redevelopment Agency and other meetings as assigned; take and transcribe minutes; document legislative history; ensure the timely processing of contracts, ordinances and resolutions; coordinate the preparation and duplication of agendas, supporting materials and proclamations.
13. Assist as directed in the conduct of general and special municipal elections; receive, review and record campaign filings, conflict of interest statements and other pertinent documents.
14. Research, compile and analyze data for the preparation of staff reports, internal memoranda, correspondence and the departmental budget; research contracts and legislative history as needed.
15. Supervise, train and evaluate the performance of assigned staff; recruit and interview prospective employees; establish performance standards and initiate disciplinary action as needed.
16. Plan and organize assigned office services; assure that projects and assignments are completed in a timely manner in accordance with established standards and legal requirements.
17. Perform specialized duties related to the City Clerk's functions such as administering oaths, certifying documents, maintain and distribute the Municipal Code, custodian of the City Seal, publication of all official advertising of the City; receiving bonds and receiving and opening sealed bids.
18. Assure compliance with legal requirements for posting, publication and time lines and a variety of other codes, laws and ordinances.
19. Oversee the maintenance, storage, retention, destruction and preservation of records, files and official documents entrusted to the City Clerk; assure compliance with legal requirements and established retention schedules.
20. Assure efficient office operations and services; order and inventory office supplies and materials; arrange for equipment service and repair and communicate with vendors as needed.
21. Operate specialized office equipment including computer, word processor, calculator, copies, voting machine, transcriber and recording equipment.
22. Serves as the Deputy Agency Secretary to the Carson Redevelopment Agency and Deputy Secretary to the Carson Public Financing Authority.
23. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from high school or equivalent supplemented by course work in records management, business or related field and four (4) years of increasingly responsible secretarial experience, including one year in municipal or other public setting. Experience in a city clerk's office is desirable.

**Knowledge of:**

- . General and special municipal elections.
- . Basic functions and responsibilities of the City Clerk.
- . Basic principles, practices and methods of public and business administration.
- . Basic principles and procedures of office and project management including budgeting and records management.
- . Basic supervisory principles
- . Research, survey and evaluation techniques and methods.
- . General organization and functions performed by a city clerk's office and municipal government.
- . Applicable legal requirements and mandates.
- . Principles and practices of sound customer service and constructive problem solving in a politically sensitive environment.
- . Principles and practices of computer software related to information management.
- . City organization, operations, policies and objectives.
- . Report preparation and presentation.
- . Correct English usage, grammar, spelling, punctuation and vocabulary.

**Skill and Ability to:**

- . Assist in the conduct of municipal and special elections.
- . Research a variety of administrative and operational problems and make effective operational and procedural recommendations.
- . Interpret and make decisions in accordance with appropriate laws, regulations and policies.
- . Understand and carry out a variety of complex direction independently.
- . Research and compile a variety of general and specialized data.
- . Supervise, train and evaluate assigned staff.
- . Communicate effectively both orally and in writing.
- . Research a variety of operational problems and issues related to the work assignments.
- . Perform duties independently and with a high level of initiative.
- . Operate various office equipment including transcription equipment, a computer and related software.
- . Establish and maintain effective working relationships with others.
- . Take and transcribe dictation at an acceptable rate of speed.
- . Evaluate and recommend improvements in operations, systems, procedures, policies and methods.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work evenings or weekends.