



## **Title:** Deputy City Clerk

**FLSA STATUS:** Exempt from overtime under FLSA

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the City Clerk.

Exercises direct supervision over City Clerk Specialists and Administrative Assistant.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent combination of education and experience.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
  - State Election Officer certification within two years of hire.
  - Municipal Election Official within three years of hire.
  - Certified Municipal Clerk within three years of hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience.

### **JOB SUMMARY**

The purpose of this position is to manage the operations of the department. This is accomplished by overseeing and supervising staff, developing and overseeing the department budget, recommending policies and procedures, responding to media questions, overseeing compliance with rules and regulations, representing the department at meetings, responding to issues, and providing office administration oversight. This position acts as the City Clerk by assignment or delegation and has authorization to sign for the City Clerk on designated documents. Other duties include serving on committees and boards, acting as liaison to other agencies and departments, attending Council meetings, producing minutes and making presentations.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, maintaining high quality standards, monitoring staff performance and development.
2	Prepares and administers the annual budget by assessing division needs, forecasting revenues and expenditures, presenting proposals for approval, authorizing payments and monitoring expenditures for recommended adjustments.
3	Oversees office administration by directing the preparation of agendas, minutes, recording of documents and public notices, overseeing records requests, responding to media and elected official requests, setting staffing levels, approving written communications for the department, staffing City Council and Subcommittee meetings, preparing minutes and acting as a liaison to other agencies and organizations.
4	Oversees records management by managing data management proposals, directing the migration and implementation of new data systems, approving retention schedules, informational materials and document practices, monitoring records requests, and overseeing the development of records management training.
5	Directs elections administration by supervising the preparation, translation, and printing of pamphlets, candidate packets, election materials forms and handbooks, ensuring compliance with election regulations, overseeing filings, petitions and campaign finance reports, communicating election laws and practices to candidates and elected officials, and assisting with staffing levels, assignments, voter registration, early balloting and general inquiries.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanners, copy / fax machine, calculator and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.