



City of Pacific Grove
Established Date: 5/7/2014

DEPUTY CITY CLERK

SUMMARY: Under the general direction and guidance of the City Clerk, assists in the performance of the full range of technical, legal, and administrative duties of the City Clerk's office, as defined by law, including assisting with the management of the official records of the City, maintenance of the required municipal data, and conduct municipal elections; monitors operations to verify technical compliance with City and state regulations.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs basic duties of the City Clerk's office within scope of authority; performs technical and administrative duties in managing the official City records; examines documents and procedures to verify official City activities are in compliance with federal and state regulations, and with City policies and practices.
- Provides confidential and specialized administrative support and special research functions for the City Council and City Manager; reviews and prepares meeting agendas, ordinances, resolutions, agreements, and supporting documentation, and processes documents for internal approvals and distribution.
- Compiles, prepares, and distributes public meeting information packets; records and transcribes proceedings of special and regular meetings and public hearings of the City Council and Commissions; attends meetings and coordinates completion of required follow-up on meeting action items.
- Reviews official documents, resolutions, ordinances, and meeting minutes; oversees publication of official notices and agendas; processes legal and technical documents, contracts, bids, proposals, and requests for information; updates the Municipal Code and City website.
- Coordinates the planning and conduct of City elections in compliance with the Voter Rights Act and other requirements.
- Serves as custodian of records, and verifies the accuracy of technical files and official records, and compliance with California statutes.
- Collects technical and administrative information and compiles data for reports; prepares and distributes regular and special reports; identifies and researches compliance issues, and recommends solutions.
- Coordinates communications between the City Council and work groups; assists City staff as needed; provides administrative support for City Commissions, other government agencies and the general public.
- Maintains the absolute confidentiality of all records and information.
- Responds to and resolves customer service issues in a courteous and respectful manner.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Public or Business Administration, or related field; AND two years' administrative and technical support experience, preferably in a municipal or county clerk's office; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Federal and state laws and statutes governing municipal operations and open meetings.
- Principles and practices of records retention, record keeping, and bids and contract administration.
- Municipal election process and regulations.
- City ordinances, codes, policies, resolutions, and agreements.
- Legal, ethical, and professional rules of conduct for public sector employees and elected officials.
- Customer service principles, protocols, and methods.
- Business computers and standard software applications.

Skill in:

- Maintaining composure and confidentiality, and working effectively in a high-pressure environment with changing priorities.
- Understanding and applying applicable state and federal rules and regulations and statutory standards.
- Reviewing and maintaining complex and extensive public records.
- Evaluating complicated and sensitive public issues and complaints.
- Evaluating the City's compliance with all laws, regulations, and rules.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, public officials, government agency representatives, and citizens.
- Effective verbal and written communication.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Registration as a Notary Public and participation in continuing education programs for municipal clerks is required within 6 months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.