

## CITY OF HAYWARD

DEPUTY CITY CLERKDEFINITION

~~To provide~~ highly responsible administrative and technical assistance ~~in the Office of the City Clerk~~ involving the oversight of administrative activities, maintenance of official City documents and records, and execution of official functions and activities within the City Clerk's Office; ~~to assist~~ in problem solving, developing organizational priorities and objectives; and to provide information to members of the City Council, public, and City staff.

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SUPERVISION RECEIVED ~~AND EXERCISED~~

Receives general direction from the City Clerk ~~and~~

SUPERVISION EXERCISED

~~E~~xercises direct supervision over ~~other~~ support staff.

ESSENTIAL DUTIES:

Duties may include but are not limited to the following:

~~Review and c~~ompiles agenda items for City Council meetings and prepares and distribute agendas; ~~distributes the same~~ in accordance with the provisions of the Brown act; ~~prepares "Call to Special Meeting" as required~~; ensures the provision of official notification of public hearings, including legal notices in accordance with City, State, and Federal laws; transcribe and prepare draft Council minutes.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Develop, coordinate, implement and maintain sensitive and confidential Citywide and department automated records, including retention, retrieval, and destruction of records; destroy records according to authorized policies and procedures; respond to requests for public records; and facilitate and manage a Citywide records management program. ~~Prepare and distribute Annotated Agendas and Council minutes.~~

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~~Verifies material submitted for the Agenda Packet is complete, accurate, presentable, and contains all necessary signatures and attachments — notifies appropriate department and secures corrections/changes — as — necessary.~~

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Conforms ~~all~~ City Resolutions and Ordinances, ~~and~~ distributes as required and prepares for recordation and/or publication of resolutions of intent and ordinances as necessary.

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Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, supplies, and services; monitor and control expenditures; update master fee schedule.

~~Prepares and monitors department budget under City Clerk's supervision. Oversees petty cash drawer and regular expenditures and billing in order to ensure that they are within budget.~~

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Assists the City Clerk in arrangements for municipal elections and accepting and processing petitions for referendums and initiatives; and registers voters.

Assists the City Clerk in the administration of legal requirements relating to conflict of interest statements, campaign statements, and designated employee statement pursuant to the Political Reform Act of 1974.

Assist the City Clerk with the recruitment for boards and commissions; attend recruitment events and address questions; facilitate interview process.

Publish notices for commission, committees and task forces and provide support with the processing of staff reports and publishing of agendas.

Process and prepare legal notices for publication.

Support the City Clerk with bid openings.

Recommends suggestions and modifications to improve ~~the records management program~~ policies and procedures.

Composes correspondence and responses for the City Clerk; completes special projects as assigned.

~~Oversees the day-to-day support services of the office in order to ensure effective, efficient operation of the City Clerk's Office—supervises support staff including preparing performance evaluations and approval of time cards.~~

Prepares and distributes City Council Agenda Schedule, Master Calendar and Weekly Schedule for Council and staff.

Serves as Acting City Clerk as required.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

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~~Possess a combination of education and experience resulting in the development of the knowledge, skills and abilities necessary to perform the duties and responsibilities of the position, such as:~~

#### Knowledge of:

Principles, practices and procedures of City Clerk functions and requirements and municipal government operations and organization.

Principles, practices, and methods of modern records management policies and procedures and access to public records/information.

Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.

Basic principles of office project management including budgeting.

~~Principles and practices of records management systems including various software databases and optical imaging systems.~~

~~English usage, spelling, grammar and punctuation.~~

Organization and function of City government.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

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Safe work practices.

Principles and practices of excellent customer service.

Ability to:

~~Learn municipal laws and procedures; election laws and political reform requirements.~~

Analyze and interpret legal documents, ordinances, resolutions, and administrative procedures and provide information and organize material in conformance with policies and regulations.

Exercise sound decision making skills and proper judgment in the handling of sensitive and confidential matters.

Prepare and administer a budget.

Interpret and explain department policies and procedures and rules and regulations.

Maintain complex records, take accurate notes and summarize actions from meetings.

Meet the public, understand their questions and effectively respond.

Supervise, direct and evaluate the work of subordinate staff.

Type at a minimum rate of 60 net words per minute.

Attend evening and/or special meetings of the City Council and boards and commissions, as required.

Understand and carry out oral and written instructions and prioritize workload to meet deadlines.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities

## EXPERIENCE AND ~~TRAINING~~ EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: ~~Three years of increasingly responsible clerical-administrative experience including office management. Experience in a City Clerk's Office or other public agency is highly desirable.~~

Education: ~~Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses. An associate Associate's arts dDegree from an accredited college or university with major coursework in office management, supervision or business administration, public administration, or closely related field or a related field is highly desirable. A Bachelor's degree is highly desirable.~~

Prospective applicants who have not had the education or experience listed may substitute other evidence of meeting the above qualifications for up to two years of the required clerical experience.

(For example: two years of training at a vocational business school or two years of full-time college education involving a variety of secretarial, business or commercial subjects may be substituted for two years of the required experience; college education in a non-related subject may be substituted for up to two years of experience on the basis of one year of college education for six months of experience.)

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various

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locations throughout the City and County to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H500 Deputy City Clerk

Created August 1997

Revised August 2025

EEO CODE: 4

FPPC STATUS: \_DESIGNATED

FLSA STATUS: EXEMPT