

CITY OF HAYWARD

DEPUTY CITY CLERK

DEFINITION

Under general direction of the City Clerk, provides professional administrative and technical assistance involving maintenance of official City documents and records and execution of official functions and activities in the Office of the City Clerk; performs budgetary and statistical analysis; assists in problem solving, developing organizational priorities and objectives; provides information to members of the City Council, public, and City staff; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single level management classification that reports to the City Clerk. The incumbent performs various high level assignments with a great degree of independence. The classification is distinguished from the City Clerk in that the latter is responsible for strategic planning, organizing, and directing support to the City Council, official City records, and City elections. The position is distinguished from the Management Analyst I in that the latter works under direct oversight with a lesser degree of independence.

SUPERVISION RECEIVED

Receives general direction from the City Clerk.

SUPERVISION EXERCISED

Exercises direct and indirect supervision of administrative, temporary, and volunteer positions.

ESSENTIAL DUTIES

Duties may include but are not limited to:

Compiles agenda items for City Council meetings and prepares agendas; distributes the same in accordance with the provisions of the California Brown Act; ensures the provision of official notification of public hearings, including legal notices in accordance with City, State, and Federal laws.

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

Conforms all Resolutions and Ordinances and distributes as required; and prepares for recordation and/or publication as necessary.

City of Hayward
Deputy City Clerk
Page 2

ESSENTIAL DUTIES (continued):

Applies and implements records management policies, procedures and techniques including records retention and electronic document management.

Assists in the development, implementation, and monitoring of the department operating budget; analyzes costs; and prepares a variety of fiscal, administrative and management reports.

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

Assists the City Clerk in administration of requirements relating to conflict of interest statements; coordinates FPPC filings including campaign statements and Statements of Economic Interests pursuant to the Political Reform Act of 1974.

Assists in the development and revision of departmental policies, procedures and programs; conducts studies and projects related to program area; and coordinates program activities within the department.

Ensures timely response to public records requests according to the California Public Records Act; and conducts research and retrieval of information and documents.

Oversees the day-to-day support services of the office in order to ensure effective, efficient operation of the City Clerk's Office; provides training, input into performance evaluations, and recommendation for department's personnel needs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public organization and administration.

Principles and practices of Federal, State, and local city laws, rules and regulations pertaining to local government operations.

Principles and practices of budgetary methods and techniques.

Principles and practices of administrative and statistical analysis; and statistical research and presentation methods.

Principles and practices of records management systems including software databases and optical imaging systems; and computer applications related to the work performed in the City Clerk's Office.

City of Hayward
Deputy City Clerk
Page 3

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of supervision.

English usage, spelling, grammar and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

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

Interpret and apply federal, state, and local laws and regulations including the Political Reform Act, Brown Act, Public Records Act, resolutions, ordinances, Municipal Code, City Charter, California Elections Code and other laws relevant to the Office of the City Clerk.

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

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; maintain attention to detail and accuracy while meeting critical deadlines.

Read, analyze, evaluate and summarize statistical data; apply statistical formulas; collect, analyze and interpret a variety of information and data.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; maintain complex records, take accurate notes and summarize actions from meetings.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with coworkers, the public and community.

Operate modern office equipment including computer equipment and specialized software applications programs; provide input for computer systems and programs related to assigned work.

Supervise, direct and evaluate the work of subordinate staff.

City of Hayward
Deputy City Clerk
Page 4

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of professional level administrative experience, including at least two years in a lead or supervisory capacity. City Clerk's Office or public agency experience is highly desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in business, public administration or a related field.

Licenses and Certificates: Possession and maintenance of a valid California Class C Driver's License.

Designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks is desirable.

Notary public license is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

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 35 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 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: October 2017

FPPC STATUS: Designated

FLSA STATUS: Exempt