



**MAY 2017**  
**FLSA STATUS: EXEMPT**

**ASSISTANT CITY MANAGER  
(ELECTED CITY CLERK)**

**DEFINITION**

Under administrative direction from the City Manager, and policy direction from the City Council, provides highly responsible and complex management assistance to the City Manager and City Council in coordinating and directing the operations, services and activities of an elected City Clerk's Office; functional areas of responsibility include administration, election management, archiving of public records and public information, and Filing Officer services; assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and department directors; provides leadership to the City Clerk's Office; ensures quality services provision to the residents of the community; assumes management responsibility in planning, overseeing, and directing the staff, operations and services of the City's Planning Department and provides complex administrative and technical support to the Planning Commission; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; serves as City Manager in that individual's absence; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager and policy direction from the City Council. Exercises direct supervision over administrative and clerical staff.

**CLASS CHARACTERISTICS**

This executive management classification oversees, directs, and participates in all activities of the Office of the City Clerk, including short- and long-term planning, policy development and administration, and enforcing all City codes and regulations. The incumbent regularly interacts with the City Manager, City Council, and departmental directors in coordinating projects and information. This position also assumes management responsibility for the City's Planning Department's services and operations including staff support to the Planning Commission. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all programs, services, and activities of the City Clerk's Office, including administration, public information, election management, and records management.
- Assumes full management responsibility for all programs, services, and activities of the Planning Department, including short and long range planning studies, reports and recommendations to the Planning Commission, as well as the issuance of permits.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for assigned departments; establishes, within City policy, appropriate budget, service, and staffing levels.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Manages and participates in the development and administration of the departments' annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Plans, manages, and coordinates municipal elections and special elections with the County Clerk; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; provides necessary information to candidates, committees, and the public; serves as Filing Officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; declares election results; administers and files oaths of office; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
- Oversees the operations of the City-wide records management program, and records preservation and destruction; sets and ensures legal compliance retention schedules for City records; develops and updates records retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.
- Serves as the Clerk of the City Council and liaison to the Planning Commission; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- Administers the public hearing process for the City Council; supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Administers and manages a variety of functions in the City Clerk's Office including ensuring compliance with legal acts, processing, filing, recording, and countersigning various documents and records; attesting all official documents of the City; receiving and distributing all subpoenas and claims; and preparing State filings.
- Supervises the operations and services of the City's Planning Department; monitors and enforces zoning and business regulations; ensures the processing and issuance of administratively approved permits; coordinates site plan applications with other City departments.

- Directs the work of external consultants supporting the City's planning function; supervises special studies, reports and other official documentation such as the General Plan, Zoning Ordinance, Sign Ordinance, California Environmental Quality Act (CEQA), environmental impact reports and related technical reports/documents.
- Provides highly technical and administrative support to the Planning Commission; drafts reports and staff recommendations for the Commission's consideration with respect to land use; publishes public hearing notices; files CEQA documents; attends Commission meetings and provides staff support including agenda preparation, and documentation/distribution of Commission meeting minutes, decisions and actions.
- Contributes to the overall quality of the departments' service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Serves as department representative to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as City Manager in that individual's absence.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk function.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned areas of responsibility, including Public Records Act, the Freedom of Information Act, Brown Act, FPPC procedures and regulations, election laws and procedures, California Land use and Planning Ordinances, City Zoning Ordinance and General Plan and environmental compliance laws.
- Public agency budgetary, contract administration, and City-wide administrative practices related to the functions of the assigned area.
- Principles and practices of short and long range planning.

- Operations and services of a municipal Planning Department.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations issues associated with the management of City programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence.
- Research and reporting methods, techniques, and procedures.
- Complex record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.
- Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.
- Provide administrative and professional leadership and direction for the departments and the City.
- Prepare and administer budgets; allocate resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Coordinate municipal elections with the County Clerk and within legal guidelines.
- Oversee and coordinate maintenance of the official records of the City.
- Plan, direct and manage the work of external consultants.
- Supervise the approval and issuance of planning permits.
- Review and comment on studies and reports presented to the City's Planning Commission by external consultants.
- Provide highly complex technical and administrative support to the City's Planning Commission.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Plan, organize, direct, and coordinate the work of office support staff; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.
- Conduct negotiations and effectively represent the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to graduation from a four (4) year college or university with major coursework in business or public administration, public policy, finance, or a related field and seven (7) years of management within an Office of the City Clerk or a related municipal administrative program area.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California's Driver's License by date of appointment.
- Possession of, or ability to obtain, a Certified Municipal Clerk (CMC) certificate issued by the City Clerk's Association of California.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.