



DEPUTY CITY CLERK / EXECUTIVE ASSISTANT

Department:	City Manager	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the direction of the City Clerk, coordinates and performs a variety of clerical functions in support of City Manager's Office and City Clerk's Office operations; responds to various types of municipal inquiries; provides customer service to the public; provides complex secretarial support to the City Manger and City Clerk; coordinates meetings and travel arrangements; prepares correspondence and other types of documentation; assists in maintaining the City's official records; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers, screens, and directs incoming calls; documents and distributes telephone messages.
- Greets and assists office visitors; provides customer service to the public; distributes and receives applications; collects and receipts monies for municipal fees.
- Responds to public inquiries and provides information regarding City policies, programs, and services.
- Provides secretarial support and assistance to the City Manager and City Clerk.
- Schedules and coordinates meetings and appointments; updates and maintains calendars.
- Coordinates and books travel arrangements for the City Council, City Manager, and City Clerk.
- Prepares, reviews, and disseminates correspondence, reports, and other types of documentation.
- Assists the City Clerk in the preparation and delivery of City Council agendas and related materials.
- Serves as Records Coordinator; assists in maintaining the City's official records in accordance with all regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records.
- Performs the duties of Notary Public; notarizes documents as required by the City and general public.
- Provides assistance with municipal election processes and Conflict of Interest reporting.
- Processes incoming and outgoing mail for area of responsibility.

JOB DESCRIPTION

Deputy City Clerk/Executive Assistant

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND three years administrative support experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Appointment/Commission as a California Notary Public is desirable.

Required Knowledge of:

- City operations, policies, and procedures.
- Functions, policies, and procedures of the City Clerk's Office.
- Regulations governing municipal administrative operations.
- Records management principles and standards.
- Principles and practices of office administration.
- General office equipment and standard computer software applications.
- Customer service standards and protocol.

Required Skill in:

- Coordinating and performing a variety of skilled administrative functions.
- Providing secretarial support to the City Manager and City Clerk.
- Preparing and maintaining correspondence, agendas, reports, and other documents.
- Assisting in managing and maintaining the City's official records.
- Responding to inquiries and providing customer service to the public.
- Establishing and maintaining cooperative working relationships with other staff, City officials and departments, outside agencies, community organizations, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.