



## **ASSISTANT CITY CLERK Classification Specification Non-Represented Professional/Supervisory**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under the direct supervision of the City Clerk, the Assistant City Clerk coordinates and manages the daily operations and functions of the City Clerk's Office. Performs a variety of complex administrative and technical assignments and provides professional, administrative, and technical support to the City Clerk. Serves as a liaison between the City Clerk's Office and other City departments in the coordination, preparation, and publication of legal documents and the City Council agenda; processes public hearing notices and public records act requests; maintains official City records through the City's record management system.

### **DISTINGUISHING CHARACTERISTICS:**

The **Assistant City Clerk** is a Non-Represented Professional/Supervisory single class position responsible for providing primary staff support to the City Clerk. This classification will act in the absence of the City Clerk and handles the most complex assignments, exercises independent judgment, and works with little supervision. The Assistant City Clerk provides direct supervision for the staff assigned to provide support to the City Clerk's Office.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives direct supervision and general direction from the City Clerk. Exercises direct and functional supervision for technical and clerical staff.

**ESSENTIAL FUNCTIONS:** *(The following is a typical list of duties assigned to the Assistant City Clerk. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.)*

- Coordinates and manages the daily operations of the City Clerk's Office including the supervision, assignment, review and performance of the work of staff; provides and/or assists in staff training and works with employees to correct deficiencies.
- Performs all statutory duties of the City Clerk found in the Government Code, Elections' Code, and the City of Hesperia Municipal Code; acts in the capacity of the City Clerk in their absence.



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- Oversees and performs the preparation, edit, and proof, organization, and distribution of the agenda, agenda packet materials, and minutes.
- Attends City Council and Water District meetings and attends various related functions relating to City Clerk and City Manager Office programs, some of which may take place after hours, on weekends, and in the evening.
- Administers oaths, affirmations and acknowledgements.
- Maintains, implements, and develops the City's records management process and system; oversees the performance of optical imaging and video archival.
- Assists in composing and ensuring custody of official City records and archives including ordinances, resolutions, staff reports, contracts, agreements, and minutes.
- Plans and organizes work in order to facilitate accurate and timely preparation and processing of a variety of legal documents and records, requests for public records, public hearing notices, agenda items, and staff reports; assures legal requirements are met for publication and posting.
- Serves as liaison between the City Clerk's Office and other City departments regarding legal documents and agenda items.
- Educates and assists City staff in the application of the City's record management policies, procedures and techniques including correspondence control, storage, retrieval and disposition.
- Assists City staff and the general public in researching and retrieving official documents and historical City records including ordinances, resolutions, contracts, bonds, agreements, deeds, meeting minutes, etc.
- Coordinates, participates, monitors, and conducts municipal elections by following established election procedures in compliance with State and local campaign finance and conflict laws; issues nomination papers, register voters, and responds to election process inquiries.
- Advises candidates, City officials, and designated employees of Political Reform Act filing requirements; serves as filing officer for the Fair Political Practices Commission and provide assistance and notification to individuals of filers' obligations; administers the City's Conflict of Interest Code; and maintains documents for public inspection.
- Assists in the development, implementation and maintenance of goals, objectives, policies, procedures, and priorities for the City Clerk's Office and programs.
- Develops appropriate strategies and work plan for the successful achievement of programs and project goals.



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- Assists in budget preparation, analysis, implementation, and control; monitors department expenditures and purchasing activities; reviews, prepares, and processes purchase orders and requisitions; recommends fund transfers and adjustments as needed.
- Prepares reports recommending adjustments in the department budget; reviews sources of revenue, and prepares financial studies and forecasts.
- Discusses and resolves budget issues with appropriate staff.
- Researches and analyzes a variety of programs, policies, studies, initiatives, and concerns; coordinates with staff, residents, public, and local, state, and federal agencies to obtain information; prepares and presents written and verbal reports on findings and justification and implements recommendations.
- Assists with special projects and prepares written reports as required.
- Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Attends and participates in group meetings with professional organizations, local agencies, and the community in order to stay abreast of new trends and innovations in the City Clerk field of municipal government.
- Provides information, resources, and technical support to the City Clerk, City officials, departments, staff, legislative bodies, organizations, and the general public as appropriate.
- Responds and resolves community and organizational inquiries and complaints.
- Maintains inventory of office supplies, forms, and documents.
- Provides backup support for the City Manager's office.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for this classification.)*

**Education and/or Experience:**

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for an Assistant City Clerk. A typical way of obtaining the required qualifications is to possess at least five (5) years of directly related experience, preferably in records management, a City Clerk's office, or a related organization, including public contact, including one year of experience in a lead or supervisory



capacity; and possess a High School diploma or GED. Specialized course work in records management and a Certified Municipal Clerk (CMC) designation is desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class "C" California driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Operations and standard operating procedures of a City Clerk's office; organization and function of City government; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable Federal, State and local laws, codes and regulations; operational characteristics of standard office equipment including a computer and applicable software; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English language, spelling and grammar; records management procedures and policies, including inventory systems and retention schedules; local, State and Federal laws pertaining to records management and retention.

**Skill to:**

Operate modern office equipment, including computer equipment and various software programs. Type at a speed and accuracy necessary for successful job performance.

**Ability to:**

Operate an office computer and learn and demonstrate the use of multiple software programs including, but not limited to Microsoft Office products, Laserfiche optical imaging software, Granicus meeting administration software and minutes makes, Netfile form 700 and campaign filing software, Smarsh social media archiving software, GOVQA public record request and claims software, and New World financial software; effectively operate a motor vehicle; plan, organize, direct, and supervise the work of subordinate staff; courteously respond to issues, concerns, and needs of the community; analyze complex issues, develop and implement appropriate responses; assist in the preparation and administration of a municipal budget; maintain complex records; analyze and evaluate new and existing records and information delivery methods and standard operating procedures; make adjustments to standard operation procedures as is appropriate; learn, interpret and apply applicable laws, codes and regulations; work independently; understand and follow instructions; type at a speed and accuracy necessary for successful job performance; take City Council and Committee meeting minutes accurately and summarize actions; establish, maintain, and foster effective working relationships with the City Council, City departments, citizen groups, the media, and the general public; communicate effectively and concisely, both verbally and in writing.



**WORKING CONDITIONS:**

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent must be available to be called for local emergencies, attend night meetings, work irregular or extended hours to attend various meetings, and work with constant interruptions.

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