



Range: SG-12
Exempt: Non-Exempt
Date: June 9, 2014

DEPUTY CITY CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform highly responsible and complex administrative duties for the City Clerk and City Council; to provide information and assistance to the general public; and to perform records management in accordance with state law.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk.
Exercises direct supervision over clerical staff in the absence of the City Clerk.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but are not limited to, the following:*

Essential Functions:

1. Attends some City Council meetings; prepares or transcribes council meeting action or summary minutes.
2. Assists with Citywide records management procedures and review of records retention and disposition for all City departments.
3. Posts public notices, ordinances, resolutions and pertinent emergency information.
4. Assists the City Clerk with monitoring and evaluating efficient and effective service delivery methods and procedures.
5. During the Clerk's absence, acts as the City Clerk and coordinates work distribution.
6. Helps manage municipal elections; coordinates election procedures with the Coconino and Yavapai County Elections Departments; assists in preparing Candidate packets; orders and maintains election supplies. Supervises early balloting and processes early ballots and vote-by-mail ballots. Ensures election law compliance.
7. Acts as a liaison to the public in the dissemination of information involving the Clerk's office.
8. Assists in the development and administration of the City Clerk's Office budget.
9. Assists the City Clerk with the receipt and processing of petitions, initiatives, referendums or recall relating to matters pertaining to the City.
10. Administers and files oaths of office and oaths of allegiance for the City staff and commission in the Clerk's absence.
11. Professionally answers phones and performs customer service at counter.

12. Organizes and maintains accurate filing system.
13. Authorizes purchases; executes purchase orders.
14. Coordinates and supervises office supply purchases for all City departments.
15. Serves at the gatekeeper for the Sedona Citizens Connect application.
16. Coordinates filling of positions on City boards and commissions.
17. Assists with agenda transmittals and preparation of City Council agendas.
18. Assists in preparation of electronic and paper City Council packets.
19. Possesses a high level of integrity and sense of ethics.
20. Maintains and performs website content function within assigned role.
21. Substitutes for staff when needed and performs related duties as assigned.
22. Interacts in a professional and respectful manner with City staff and the public.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a City Clerk's Office
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training and performance evaluation
- Election laws and procedures
- Business English, spelling and arithmetic
- Principles and methods of recordkeeping and report writing
- Modern office procedures, methods and computer equipment
- Principles and practices of records management including records retention laws
- Pertinent federal, state and local laws, codes and regulations
- Laserfiche and transcription software

Ability to:

- Work as a part of an organized team in solving work related issues
- Acquire necessary training and other technical support for building an environment that encourages teams and continuous improvement
- Manage, direct and coordinate the work of lower level staff
- Select, supervise, train and evaluate staff
- Oversee and direct the operations, services and activities of the City Clerk's Office
- Develop and administer an efficient records management system
- Comply with all posting and publication guidelines
- Manage municipal elections
- Develop and administer program goals, objectives and procedures
- Prepare and administer budgets
- Prepare clear and concise administrative and financial reports
- Interpret and apply federal, state and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with internal and external customers
- Maintain effective audio-visual discrimination and perception needed for successful job performance
- Implement and maintain Laserfiche programs
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and

responsibilities

Experience and Training Guidelines

Any combination of experience and training 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 increasingly responsible administrative experience in office management or a related field, preferably in municipal government. Prior experience in Clerk's office is highly desirable.

Training:

An Associate's degree or higher is desirable, however applicable experience will be considered in lieu of education.

License or Certificate:

Possession of, or ability to obtain, a valid Arizona driver's license.

Possession of, or ability to obtain, a Notary Public license within six months of hire.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing modern equipment.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity.

Some lifting required for related equipment, file storage, stocking paper products, and setting up for meetings or events.