



Range: SG-12
FLSA: Non-exempt
Date: October 25, 2018

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 administrative duties for the City Clerk and City Council; to provide information and assistance to the 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. Professionally answers phones, including main phone line for the City, and performs customer service at counter.
2. Processes and sorts outgoing and incoming mail and packages.
3. Acts as a liaison to the public in the dissemination of information involving the Clerk's office.
4. Serves as a Notary Public.
5. Coordinates filling of positions on City boards and commissions.
6. Serves at the gatekeeper for the Sedona Citizens Connect application.
7. Serves as the Grants Coordinator for the City identifying grant opportunities, managing the grants tracking system, and ensuring deadlines are met.
8. Assists with agenda transmittals and preparation of City Council agendas.
9. Assists in preparation of City Council packets.
10. Attends some City Council meetings; prepares or transcribes council meeting action or summary minutes.
11. Assists with Citywide records management and review of records retention and disposition for all City departments.
12. Posts public notices, ordinances, resolutions, and pertinent emergency information.
13. During the Clerk's absence, acts as the City Clerk and coordinates work distribution.
14. Administers oaths of office in the Clerk's absence.
15. Organizes and maintains accurate filing system.
16. Possesses a high level of integrity and sense of ethics.
17. Maintains and performs website content function within assigned role.

18. Substitutes for staff when needed and performs related duties as assigned.
19. Interacts in a professional and respectful manner with City staff and the public.
20. Assists in the development and administration of the City Clerk's Office budget.
21. Assists the City Clerk with monitoring and evaluating efficient and effective service delivery methods and procedures.
22. 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.
23. Assists the City Clerk with the receipt and processing of petitions, initiatives, referendums or recall relating to matters pertaining to the City.

QUALIFICATIONS

Knowledge of:

- Office procedures, methods and computer equipment.
- Operational characteristics, services and activities of a City Clerk's Office.
- Business English, spelling, and arithmetic.
- Principles and methods of recordkeeping and report writing.
- Principles and practices of records management including records retention laws.
- Pertinent federal, state and local laws, codes, and regulations.
- Laserfiche and transcription software.
- Election laws and procedures.

Ability to:

- Communicate clearly and concisely, both orally and in writing, including excellent proofreading, grammar, and editing skills.
- Establish and maintain effective working relationships with internal and external customers.
- Maintain effective audio-visual discrimination and perception needed for successful job performance.
- 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.
- 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.
- Develop and administer an efficient records management system.
- Comply with all posting and publication guidelines.
- Develop and administer program goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply federal, state and local policies, laws and regulations.
- Oversee and direct the operations, services and activities of the City Clerk's Office.
- Implement and maintain Laserfiche programs.
- Administer budgets.
- Manage municipal elections.

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.

Training:

An Associate 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 within two months of hire.
Possession of, or ability to obtain, a Notary Public license within three months of hire.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers.

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.