



CITY OF HAWTHORNE
SENIOR DEPUTY CITY CLERK
Classification Specification
(Non-Classified)

JOB SUMMARY

Under general direction of the City Manager, plans, manages, oversees the operations and services of the City Clerk's Office; performs of statutory duties, preparation, posting and maintenance of agendas, minutes and records for the City Council; administers and coordinates municipal elections, special elections and ensures compliance with various legal requirements; coordinates program activities with City officials, departments, outside agencies, organizations and the public; and provides responsible and complex staff support to the City Council, City Clerk and City Manager.

SUPERVISION RECEIVED

The Senior Deputy City Clerk reports to the City Manager and/or City Clerk.

DISTINGUISHING CHARACTERISTICS

The Senior Deputy City Clerk classification is distinguished from the Deputy City Clerk classification by performing the full range, more complex and sensitive duties requiring a broader knowledge of City operations and statutory duties; providing highly responsible and complex administrative support to the City Council, City Clerk and City Manager requiring high degree of interpersonal skill and diplomacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Senior Deputy City Clerk classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Oversee daily operations of the City Clerk's Office; plan and coordinate activities and services within the City Clerk's office; prepare, recommend and implement in development of department goals, objectives, policies and procedures.
- Coordinate and prepare City Council meetings; coordinate all agenda reports; publish legal notice advertisements and public hearing notices in coordination with City departments.
- Analyze, enforce and explain laws and regulations related to public records, meeting notifications, archival research, municipal elections, campaign financing and conflict of interest.
- Perform legislative body meeting transactional work including overseeing of the transcription and distribution of minutes, document proofing, formatting and processing of ordinances and resolutions, tracking commission and committee actions, and posting of meetings on legislative content work.
- Process ordinances for codification in the Municipal Code to reflect actions of the City Council; update codebooks and mail outs.
- Keep an accurate record of the proceedings of the City Council; follow up on Council actions

to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records.

- Respond to inquiries from City Officials and City staff regarding official City actions as well as functions and processes related to the City Clerk's Office; and resolve problems and issues.
- Maintain centralized filing systems and computerized database of official City documents and records, including agendas, minutes, resolutions, ordinances and staff reports.
- Coordinate elections with the County including voter registration, candidate nominations and the review and filing of financial disclosure statements; advise candidates as to procedures and deadlines; appoint absentee board, election officers and alternates for special City elections.
- Respond to Public Records Act requests; receive and respond to inquiries from the press, other agencies, interested parties and the public; receive, copy and route responses to appropriate City representatives.
- Provide a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history, and Fair Political Practices Commission filings.
- Manage, organize and update the City's record management and retention program, and assist City departments with records retention compliance, preparation, resources, and offsite storage coordination.
- Oversees the review of agreements, contracts, purchase orders and special projects for compliance with insurance and business licensing requirements; coordinates bid processes for City projects; disseminates, receives and opens bids according to federal, state and municipal law; oversees the processing of all claims and subpoenas filed against the City.
- Prepares various technical reports, correspondence and statements according to federal and state rules, regulations and laws and City policies and procedures.
- Supervise, train and evaluate the performance of assigned staff; provide coaching and recommendations for performance improvement and development; and initiate corrective and/or disciplinary action according to established personnel policies and procedures and in consultation with Human Resources.
- Coordinate, maintain and serve as filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinate City Council, City Manager, City Attorney and other filings with the Fair Political Practices Commission.
- Coordinate and maintain compliance filings related to state campaign disclosure laws, City Conflict of Interest Code, AB 1234 Ethics requirements, and other compliance training for elected and appointed officials.
- Maintain current knowledge of new trends, innovations, updated and new laws related to the City Clerk's Office; and participate in professional group meetings and professional development trainings.
- Prepare and monitor department budget; monitor expenditures and recommend modifications or adjustments, as appropriate.
- Develop citywide training materials including those related to City Council agenda processes, formats and standards.
- Performs other related work as requested and assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Bachelor's degree in public administration, business administration or a related field.
- Four (4) years of increasingly responsible administrative records management experience including two (2) years in a City Clerk Office, preferably at a local level.
- Supervisory experience is highly desirable.

Licenses, Certificates and/or Special Requirements

- Must possess a valid California Class C driver's license and an acceptable driving record.
- Certified California Notary Public within one year of appointment is required.
- Certified Municipal Clerk (CMC) certificate is required.
- Master Municipal Clerk (MMC) certificate is desirable.

Knowledge, Skills and Abilities

- Legal requirements of local, state and federal laws relating to records retention and destruction.
- Laws, regulations, policies and procedures governing the legislative and public records functions of municipalities including the Brown Act, the Maddy Act, the Elections Code, the Fair Political Practices Codes (FPPC), the Public Records Act, Notary Public regulations, other governmental codes, municipal code, policies and procedures.
- Principle, practices and procedures of automated and manual records management, retrieval and storage including micrographics, electronic imaging, automated information retrieval systems and computer systems and software related to maintain municipal records.
- Modern office methods and procedures; and document preparation for optical scanning of records.
- Business correspondence and basic report preparation.
- Customer service principles and practices.
- Principles of leadership, supervision and training.
- City and department Mission statements including strategic goals and objectives.
- Applicable local, State and Federal regulations, City codes, ordinances and administrative rules and regulations affecting departmental operations.
- Interpret, apply and explain general administrative and departmental policies and procedures, applicable federal, state and local laws, codes and regulations.
- Establish and maintain a variety of files and records.
- Exercise good judgement and confidentiality of maintaining critical and sensitive information.
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from City staff, public officials, representatives from other agencies and the public.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Establish and maintain effective working relationships with City employees, public officials, representatives from other agencies and the public.
- Prepare, compile and maintain correspondence, special studies, statistical analysis and prepare and edit reports.

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances.
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations.
- Analyze, identify and correct problems in records management.
- Act independently, follow through to ensure accuracy, exercise sound judgement within established guidelines and maintain confidentiality.
- Communicate effectively both orally and in writing; and use proper English grammar, punctuation and spelling.
- Understand and carry out complex oral and written instructions.
- Operate modern office equipment and related software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

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