



JOB DESCRIPTION

DEPUTY CITY MANAGER/CITY CLERK
Range 42 - \$110,087.40 – \$140,502.52 Annually
\$52.93 - \$67.55 Hourly

DEPARTMENT: **CITY CLERK/HUMAN RESOURCES** **FLSA STATUS:** **EXEMPT**

POSITION STATUS: **REGULAR, FULL-TIME** **REPORTS TO:** **CITY MANAGER**

DEFINITION

Under general direction of the City Manager, performs highly responsible and complex professional administrative work while assisting the City Manager with the direction and coordination of the activities of assigned city departments and/or divisions; provides responsible staff assistance to the City Manager and City Council. To record and maintain the City Council's official actions, including ordinances and resolutions; to manage official City documents and records ensuring that public information is accessible; to act as a liaison between the public and the Mayor and City Council members; to provide staff support to the Mayor and City Council on administrative services; to conduct City elections; to manage the Human Resources function including employment practices, workers' compensation, risk management, and employee benefit plans; to assign, direct and review the work of subordinate staff; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

The position has overall responsibility for managing programs and services in support of the Mayor and City Council and other City boards and commissions. The incumbent is responsible for managing the official City records and the City's Records Management system and performs a broad variety of assignments having City-wide impact. The incumbent has wide latitude in the exercise of independent judgment in order to complete assignments and projects associated with the administration of work performed in accordance with the City's Municipal Code and relevant ordinances and laws of the State of California. The Deputy City Manager/City Clerk is responsible for managing Human Resources including employment practices, workers' compensation, risk management, and employee benefit plans, and also serves as the City's administrator of the Mobile Home Rent Stabilization Ordinance and Rent Control Program. This position is designated to act in the absence of or as assigned by the City Manager.

ESSENTIAL JOB FUNCTIONS

Depending on assignment, duties may include, but are not limited to, the following:

1. Coordinate and participate in providing responsible staff assistance to the City Manager, City Council and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist or represent the City Manager.
2. Maintain communication and coordination of City activities with other outside agencies and organizations.
3. Maintain, process, and record all proceedings and other records of the City Council and the City to include minutes, contracts, deeds, grants, ordinances and resolutions.



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4. Attend all meetings of the City Council; prepare and post meeting agendas and minutes; record, maintain and disseminate all Council actions, relative to ordinances, resolutions, correspondence and reports.
5. Plan, organize, coordinate and direct the work of the City Clerk's office; develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Clerk's office; prepares and administers program budgets.
6. Coordinate the functions of the City Clerk's office with the City Manager, City Attorney, City Council, City departments, other public and private entities and citizen groups; provide information and services as required.
7. Plan, organize and direct the conduct of municipal elections; ensure the legal compliance of the proceedings in accordance with state and local election laws: ensure compliance with a wide variety of laws pertaining to municipal elections.
8. Coordinate City's boards and commission program, including but not limited to tracking term expirations and conduct of recruitments.
9. Receive and track Public Records Act requests, and coordinate responses.
10. Plan, develop and implement a city-wide document and records management program and system for retrieval, and the systematic retention, transfer, retirement or disposal of records in all City departments; establish and maintain records management procedures; ensure compliance with a wide variety of laws pertaining to public records.
11. Monitor and maintain current knowledge of developments related to City Clerk matters; evaluate their impact upon City operations and recommend and implement policy and procedural improvements; maintain and update conflict of interest code policy and procedures.
12. Manage the advertisement of legal notices.
13. Maintain the official record of ordinances and resolutions, adopted by the Council and preserve, record and publish Council minutes.
14. Maintain all records concerning appointments and memberships to the City's Boards, Commissions and Committees.
15. Make available and maintains all Conflict of Interest Forms.
16. Select, train, motivate, and evaluate assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
17. Administer various employee benefit programs such as group insurance, life, medical and dental, accident and disability insurance and pensions.
18. Direct and conduct human resources activities including the recruitment, hiring, training and termination of City employees and management of benefits.
19. Develop and implement personnel policies and procedures to ensure compliance with City policies and State and Federal labor laws.



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20. Oversee Risk Management function including insurance programs and processing of workers' compensation claims.
21. Verify calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs; resolve administrative problems with the carrier representatives.
22. Prepare all personnel action forms.
23. Develop and maintain information for timely and accurate recording of losses, claims, insurance premiums and other risk - related costs and experience factors related to the workers' compensation program.
24. Coordinate with Public Works Director and PARSAC to facilitate safety training programs (i.e., defensive driving, CPR, first aid, etc.)
25. Maintain agreements and policies on liability insurance for the City.
26. Administers the City's Mobile Home Rent Stabilization Ordinance and Rent Control Program for the City; coordinates annual registrations and recordkeeping, and receives monthly rent control fees.
27. Perform special studies and related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of public administration, including the organization, functions and problems of municipal government.
- Advanced principles and practices of organization, management and supervision.
- Decision making techniques
- Applicable laws, ordinances and codes related to election laws and procedures and municipal City Clerk functions including the Brown Act.
- Computer applications related to information storage and retrieval, document imaging, and electronic document and records management.
- Principles and practices of supervision, training and staff development.
- Structure and content of the English language including spelling, punctuation, grammar and rules of composition.
- Federal, state and local laws regulating risk management and employee benefit functions.
- Section 125 cafeteria plans (flexible spending accounts) and deferred compensation plans.
- Principles and practices of employee recruitment, selection, and management.
- General personnel policies and procedures applicable to the City.
- Human resources, risk management and employee benefits.

Ability to:

- Provide effective leadership and coordinate the activities of assigned municipal organization.
- Plan, organize, direct and coordinate the work of lower level staff.
- Handle multiple demands and priorities simultaneously.
- Interpret and apply federal, state and local policies, laws and regulations.



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- Coordinate the City-wide agenda process.
- Exercise effective judgment within established guidelines.
- Communicate effectively with staff, elected officials, lobbyists, legislators, and other government officials; communicate technical information including complex rules, regulations, legislation, and laws in a manner that is appropriate for the intended audience.
- Understand questions and provide information and materials, as required, and in accordance with applicable laws.
- Travel to various locations within and outside the City of Calimesa in order to fulfill job responsibilities including the attendance at professional meetings, seminars, conferences and training activities.
- Make effective presentations using a variety of presentation techniques and methods.
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Develop and administer program budgets.
- Establish and maintain effective working relationships with City departments, City Council, public and private entities, and the public.
- Work beyond normal business hours, including nights, weekends and holidays, as necessary.
- Handle confidential information with great sensitivity.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Analyze and interpret complex documents, administrative procedures and regulations, and legal requirements; develop policies, procedures and internal controls.
- Evaluate alternatives and adopt effective solutions.
- Preparing clear, concise and complete documentation, agendas, minutes, reports and correspondence.
- Manage projects including effective planning.
- Plan and conduct training as necessary for City staff.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Ten years of increasingly responsible administrative or staff experience in municipal government with at least three years experience in the office of the City Manager and three years experience as a City Clerk, and

Education – Bachelor's degree from an accredited college or university in Public Administration or a related field.

Special Requirements:

Possession of a valid California Class C driver's license and good driving record.

Certification as a Municipal Clerk, from the International Institute of Municipal Clerks, is highly desirable.



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Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Revised 03/21/16