



CITY OF BIG BEAR LAKE

DEPUTY CITY CLERK

*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 general direction of the City Clerk or designee, the **Deputy City Clerk** coordinates the daily activities of the City Clerk's Office; risk management functions, public relations and other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Deputy City Clerk** is the advanced level position primarily responsible for the administration and daily operations of the City Clerk's office, under the direction of the City Clerk or designee. This classification performs a variety of duties, including the preparation of City Council agendas, assisting in municipal elections, records management, publication of legal notices, maintenance of the City's Municipal Code, and the management of various City contracts.

SUPERVISION RECEIVED/EXERCISED:

General supervision is received from the City Clerk or designee. Incumbents may exercise supervision and provide training to clerical and/or administrative staff as required.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Prepare and distribute the City Council and City Agencies' agenda packets; write agenda reports and resolutions, review and edit agenda reports and resolutions prepared by other departments; coordinate the approval of agendas with the City Clerk and City Manager; ensure adherence to all legal posting/notification requirements per the Ralph M. Brown Act and upload final agenda packet to the City's website.
- Oversee and perform processes related to receiving and preparing public hearing documents, ensuring legal requirements are met.
- Attend all regular and special City Council, Board and Agency meetings, take and prepare meeting minutes and conduct other follow-up actions as necessary; such as, composing and preparing correspondence advising the public and staff of City Council actions.
- Organize and administer Municipal Elections in cooperation with the County; ensuring compliance with local, State, and Federal laws; prepare all necessary documents in accordance with Elections Code, and coordinate with the Registrar of Voters.
- Assist the City Clerk in administering the filing of Statement of Economic Interest – Form 700 for elected and appointed City officials and designated employees, as required by the Political Reform Act.
- Responsible for the City's record archiving, retention and destruction program; ensuring all City documents are maintained per the City's adopted Records Retention Schedule.
- Receive, assign, and process public records requests ensuring compliance with the California Public Records Act.

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- Write letters in support or opposition of various legislative issues as directed; prepare speeches for elected officials and letters on behalf of the City of Big Bear Lake.
- Notarize documents for the City, staff and public and maintain related files.
- Accept bids and requests for proposals/qualifications and administer the bidding process.
- Assist the City Clerk in coordinating the City's Risk Management program, receive and process subpoenas and claims.
- Prepare draft contracts/agreements, and work closely with the City Attorney's office to ensure all contract language and supporting documentation is in compliance with City policies and applicable laws and provide liability protection, prior to contract execution. Responsible to maintain files of all City contracts and related documents.
- Monitor contracts to ensure compliance with bonds, insurance expirations and contract term requirements.
- Provide coordination and issuance of film permits, in addition to overseeing the promotion of filming in the City.
- Oversee design and content management of the City's website; approve and update modifications to entire site ensuring the content remains up-to-date.
- Schedule and/or oversee the content programming for the City's community television channel; monitor the channel for technical problems and coordinate the correction of issues.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the City Clerk's Office including elections, records management, FPPC regulations, and changing legislation; initiate and recommend new programs consistent with changing developments.
- Establish and maintain effective working relationships with those contacted in the course of work, including: Council Members, Commissioners, representatives of community organizations, state/local agencies and associations, City management, fellow staff, the media, and the public.
- Perform other related duties as required and necessary for the successful performance of this position.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven or slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing agenda reports and using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using a computer, and acute hearing is required when providing phone service and communicating in person. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also 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.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Deputy City Clerk**. A typical way of obtaining the required qualifications is to possess three years of increasingly responsible professional experience in a Town or City Clerk's office, involving the interpretation of related laws, codes, and regulations; and the maintenance of City records, or related experience; including one year of functional supervisory experience. A Bachelor's degree from an accredited college or university, in Public Administration, Public Relations, Communications, Business Administration or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of certification as a California Municipal Clerk and appointment as a State of California Notary Public are highly desirable.

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

Knowledge of:

Applicable Federal, State, and local laws, codes and regulations; City Municipal Code, ordinances, resolutions and related operations of the City Clerk's Office; organization, functions, requirements, procedures, and protocols of the Council and Council Committees; election laws and procedures; rules and procedures governing the notice and conduct of public hearings, including requirements of the Brown Act and parliamentary procedure; principles and practices of records management including records retention laws and implementation of electronic document management systems; legal requirements and thorough knowledge of the Political Reform Act, California Public Records Act; California Notary laws; contract administration practices; practices and techniques used to coordinate an effective public information program; practices used in minute taking and preparation; standard office practices, methods, and equipment usage, including a computer, applicable software and modern office equipment; proper English usage, spelling, grammar and punctuation; occupational hazards and standard safety practices.

Ability to:

Perform statutory duties of the City Clerk's Office; interpret, explain, and apply policies, procedures, laws, codes, ordinances and regulations pertaining to records retention and requests, elections, and conflict of interest; review and edit agenda reports; take notes at public meetings and accurately transcribe them; develop and administer an efficient records management program; coordinate the risk management program; respond to requests and inquiries from the general public; acquire a working knowledge of other departmental programs; interpret and apply administrative and departmental policies and procedures; supervise, train and evaluate assigned staff; work effectively with management, staff, other governmental agencies, the media and the public; carry out assignments and projects without detailed instructions; analyze situations and adopt an effective course of action; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; be able to plan, be well organized, work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications, including public records information programs.