

**CITY OF BIG BEAR LAKE**  
**ADMINISTRATIVE ASSISTANT - 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 supervision, performs a wide variety of routine and complex office, clerical, and office administrative support tasks and duties in support of the City Council, Mayor, Chief Operations Officer, Director of Intergovernmental/Community Relations, and the City Clerk; may serve as the Deputy City Clerk; assists the public by providing information personally or directing information requests according to established procedures; performs work on special programs and projects; sorts, logs, and maintains records and other documents; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Administrative Assistant - City Clerk** is the full working level classification in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including organizing and coordinating workloads, maintaining calendars, scheduling appointments, and preparing documents. This is a confidential classification and distinguished from the next lower class of Administrative Assistant in that the latter performs administrative support activities for a department head or division manager.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Chief Operations Officer, Director of Intergovernmental/ Community Relations and the City Clerk. May exercise direct and indirect supervision over assigned staff.

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

- Performs a wide variety of routine and complex office, clerical and administrative support tasks and duties in support of the City Council, Mayor, Chief Operations Officer, Director of Intergovernmental/ Community Relations and City Clerk; assists the public by providing information personally or directing information requests according to established procedures; may serve as Deputy City Clerk.
- Receives, answers or disseminates the City Clerk's calls and may respond to issues.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public requiring in-depth knowledge of the City; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; receives and responds Public Records Requests, distributes to the appropriate department, and ensures materials are delivered appropriately; represents the City to callers and visitors in a professional and customer friendly manner.

- Coordinates City Council and other official meetings; prepares and posts the City Council agenda in accordance with the Government Code; assists in the preparation of agenda reports, official documents, minutes, resolutions, ordinances and agreements; reviews agenda items in coordination with Senior Managers prior to distribution to the governing body to ensure proper form; prepares and distributes City Council agenda packets; manages records and official files for the City Council, Improvement Agency and Fire Protection District; attends City Council meetings, records proceedings and prepares minutes; maintains a factual record of the proceedings of the legislative body in accordance with appropriate regulations; prepares follow up correspondence and documents for parties involved in Council action.
- Receives and stores City agreements and contracts according to appropriate procedures; files ordinances and resolutions of the City Council in a proper manner; records, files and disseminates proceedings of the City Council in a professional manner according to law and relevant guidelines; codifies, maintains and updates all Ordinances and the Municipal Code book; administers the public forum tracking system to ensure that accurate and up to date information is available at City Council meetings.
- Performs a wide variety of sensitive, confidential, routine and complex clerical, office, and administrative support tasks and duties; administers oaths of office to elected and appointed officials and City personnel; notarizes official documents of the City; receives and distributes all summons, legal notices, etc. where appropriate.
- Completes, coordinates and oversees a variety of special projects and programs as assigned by the Chief Operations Officer, Director of Intergovernmental/Community Relations and City Clerk; conducts research and provides recommendations regarding project activity.
- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, including general correspondence, staff reports, press releases, public information items, spreadsheets, agendas, resolutions, meeting minutes, legislative documents, and memos; gathers data and keeps necessary records to support administrative decision making; establishes and maintains a variety of public records and files; researches files for information requested for the preparation of reports or the conduct of other office business.
- Compiles and maintains records and prepares reports; maintains a variety of files; assists in the preparation of the budget by gathering information, preparing justifications, and researching the prior year's ending; monitors accounts; performs account analysis.
- Schedules meetings and appointments; coordinates arrangements and sets up meeting rooms; maintains a calendar for meetings and other events; arranges travel to meetings and conferences.
- Assists the City Clerk in conducting municipal elections; posts openings for council appointed positions; processes applications for council appointed positions; receives candidate nomination papers and financial disclosure statements.
- Receives and processes claims against the City in cooperation with the Risk Manager.
- Posts and receives official communications appropriately to ensure compliance with applicable guidelines and to promote community involvement; posts requests for proposals; attends bid openings; receives and processes official bids.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

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

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 an **Administrative Assistant - City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of significant, directly related, and progressive administrative and clerical support experience of a highly confidential nature, and a high school diploma or equivalent, supplemented with specialized training in the clerical/secretarial field. The possession of an Associate's degree in a related field can substitute for two years of experience. Public sector experience is preferred.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.  
Possession of a notary public commission is required within 90 days of employment.

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

**Knowledge of:**

Modern office, administrative, and clerical policies and procedures; City codes and ordinances; complex clerical and administrative tasks; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; legal requirements for the preparation and retention of municipal records; general organization and rules of City Council and appointed boards and commissioners; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide complex clerical support to executive management; read, understand, and review documents for accuracy and relevant information; take and prepare minutes from meetings, use applicable office terminology, forms, documents, and procedures in the course of work; maintain complex office and confidential records and files; oversee special projects and programs; meet critical deadlines; deal successfully with the public, in person, and over the telephone; courteously respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships, promote a positive image of the City through the use of good public relations techniques.

**Skill to:**

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