

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant City Clerk	Job Family: 2
General Classification: Professional	Job Grade: 27

Definition: To assist the City Clerk in planning, directing, coordinating, and supervising the administrative and technical operations and staff of the City Clerk's Office; perform a variety of complex administrative research tasks and projects; and perform program/project management. To act as the City Clerk and perform all statutory duties in the City Clerk's absence.

Distinguishing Characteristics: This position is responsible for assisting the City Clerk in directing and overseeing the operations and staff of the City Clerk's Office and performing program/project management. The position acts with a high level of independence and requires strong analytical, administrative, and interpersonal skills as well as the ability to effectively lead people, complete assignments, and manage projects. The Assistant City Clerk is distinguished from the Deputy City Clerk by the level of responsibility assumed, strategic capabilities, and the complexity of duties assigned. This position receives general direction from the City Clerk and may exercise direct and indirect supervision over assigned professional, technical, and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in evaluating, developing, and implementing City Clerk's Office goals, objectives, succession planning, policies, and procedures.
2. Evaluate City Clerk Office operations and activities for process efficiencies and effectiveness; identify continuous process improvements and modifications; conduct cost/benefit analyses for process improvement; and prepare recommendations for operational changes, including the availability of staffing resources.
3. Analyze and interpret laws, codes, and regulations related to City elections, City records, and other issues and procedures related to the legislative and election functions of the City Clerk's Office.
4. In coordination with the City Clerk, recommend the appointment of personnel; and train, supervise, motivate, and support the learning and development of personnel. May conduct performance evaluations and work with employees to address performance issues as needed.

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5. In coordination with the City Clerk, assist the City Clerk in conducting all municipal elections and responding to legal and technical questions.
6. Attend City Council meetings and other required meetings as assigned.
7. Assist with the preparation and administration of the department and City Council operating budgets; participate in the forecast of additional funds needed for staffing, equipment, materials, contract services, and supplies; and monitor office expenditures as appropriate.
8. Oversee and administer Public Records Act request routing and responses, ensuring legal compliance in coordination with responsible departments, the City Clerk, and the City Attorney's Office.
9. Administer the City's records retention schedule and manage off-site records storage; and implement and oversee processes for proper document retention in the City Clerk's Office.
10. Exercise advanced analytical skills and discretion in redacting documents and in the course of work.
11. Perform project management duties as assigned by the City Clerk, including project scoping, purchasing requirements, facilitating project stakeholder meetings, monitoring progress, and project implementation in coordination with the City Clerk.
12. Identify and successfully implement new record tracking systems and technology; and coordinate record collection with other City departments.
13. Participate in administering contracts and ensure documents comply with City contract standards; and monitor programs for compliance with applicable rules, regulations, laws, and policies.
14. Foster relationships and work with City Councilmembers, exercising highly skilled political acumen.
15. Maintain contact with the public; and respond to concerns and questions.
16. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Leadership and supervisory principles and practices; record keeping and records management; principles and practices of effective project management; political processes; principles and practices of public administration and budget preparation; City Clerk functions and applicable laws and regulations; election procedures; document administration techniques; the Public Records Act; research techniques, sources, and availability of information; report preparation and presentation; office management techniques, planning, and organization; techniques of training and supervision; the structure and content of the English language, including the meaning and spelling of words, rules of composition, grammar, and proofreading; and modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software applications relevant to work performed.

Ability to: Demonstrate leadership, including supervising, training, coaching, and evaluating assigned staff and projects; interpret and explain policies and procedures; problem-solve and implement creative solutions; conduct cost/benefit analyses; prepare and present reports and studies; conduct administrative research and analysis; communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax; conduct budget analysis; exercise political acumen, good judgment, and sound decision-making within general policy, procedural, and legal guidelines; take and accurately transcribe notes of public meetings; exercise independent judgment guided by critical thinking; perform process improvements through the implementation of enhanced manual or automated systems solutions which increase organizational efficiency; organize, maintain, and implement filing systems; be detail-oriented and monitor timelines to ensure legal compliance; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; and type 50 words per minute.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of increasingly responsible professional administrative experience in a City Clerk's or Recorder's Office, including some supervisory or lead administrative experience. Equivalent to the completion of an associate of arts degree in office management, public administration, business administration, or a related field is

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required. Certified Municipal Clerk or Master Municipal Clerk designation is highly desirable.

Required Licenses or Certificates: Valid California Driver License.

Working Conditions: In addition to the regular work schedule, this position may be required to work for extended or irregular hours. May need to be available for contact after normal business hours.

Established: July 2021

Revised:

HRD/CLASS SPECS
Assistant City Clerk