



## Deputy City Clerk

**Department:** City Clerk

**SUMMARY:** Performs highly responsible and complex administrative, management, supervisory and clerical duties and support for the City Clerk, City Clerk department and Council. Involves areas including but not limited to elections, records management, budget, department organization, and board and commission support. Supervision is a function of this position. Act as City Clerk in the absence of the City Clerk.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Supervise, manage, train, coordinate, direct and review work of lower level department staff. Resolve personnel issues.

Process miscellaneous applications for, bingo, liquor licenses off track wagering and special events; to include internal and external coordination of the application/license process for City Council action.

Manage and maintain city wide records management procedures, records retention and disposition schedule for all city departments, coordinate same with State Library, Archives and Public Records officials. Coordinate updates to city code and revision of city code.

Research, review, and prepare agenda items in order to prepare motions; prepare and enter city council and city clerk items in Legistar for placement on the agenda. Distribute agenda packets.

Attend various council, board and commission meetings; Record, transcribe, compose, summarize and edit meeting minutes.

Oversee records retention; prepare special reports and presentations; distribute information on Council policy.

Update and maintain the City Clerk and City Council websites to ensure they meet statutory requirements including the posting of agendas, minutes, notices and other types of public information.

Oversee bid openings for the city and water district; confirm bids and maintain appropriate records to include bid minutes. Compose and schedule legal notices for publication; prepare legal notices for bids, Ordinances and Resolutions; maintain administrative files on historical legal documents, Resolutions, Ordinances, agreements, deeds and annexations.

Assist the City Clerk in performing the day-to-day functions of the City Clerk's Office including but not limited to providing information to the public, responding to public records requests and acting in the absence of the City Clerk.

Assists the City Clerk in planning, developing goals and objectives and budgets for the City Clerk's Department and City Council Office elections; research and make recommendations on technology and procedural improvements; provide staff support to boards and commissions.

Assist the City Clerk in administering and coordinating city elections; prepare candidate petitions, campaign committee packets. Advertisements, publications, candidate packets; post notices in accordance with city code, state and federal laws, every two (2) years for normal elections; Special elections, initiative recall and referendums.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

**KNOWLEDGE AND SKILLS:**

**Demonstrated Knowledge of:**

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; Law applicable to liquor and bingo licensing.

Research, report preparation, presentation and special reports; transcribing meeting minutes; principles and practices of records and website management.

Election laws, procedures, protocols and paperwork processing.

Principles and practices of effective project management, personnel management, leadership, supervision and training; effective problem solving; conflict negotiation tactics.

Computer skills to include Microsoft Office products, including PowerPoint, Excel and various software.

**Skill in:**

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; functioning standard office equipment; proficient typing and data entry.

Assessing and prioritizing multiple tasks and demands; maintaining composure and working effectively under stress; meeting deadlines.

Managing, directing and coordinating work of lower level department staff. Time management, communicating clearly and concisely both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's Degree and three (3) years paid fulltime or its part time equivalent experience in an administrative support position; OR an equivalent combination of education and experience.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

- *Municipal Clerk Election Officer Certification or be able to obtain within three (3) years of appointment.*

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Revised: Nov, 2014, Sep. 2018, Oct. 2018; Nov. 2019