

0131 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

09/08/2011
Revised

CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT CITY CLERK (NON-CLASSIFIED)*

DEFINITION

Under general direction, to supervise, coordinate, and review the work involved in the publication, filing, indexing, and safekeeping of all proceedings of the City Council; to personally perform the most complex clerical work requiring the exercise of considerable initiative and independent judgment; to supervise the Records Management Program; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Clerk.

REPORTS TO: City Clerk

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Clerk.

EXAMPLES OF DUTIES

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

- Assist and act for the City Clerk in attending Council meetings, agenda conferences, and all other matters related to department activities.
- Supervise and participate in the keeping of minutes for Council proceedings and actions.
- Supervise and participate in the maintenance and safekeeping of all official municipal documents.
- Act as office manager and formulate and coordinate work assignments.
- Assist in the overall direction of the department's activities.
- Schedule public hearings before the City Council and oversee the preparation, publication and mailing of appropriate notices.
- Assist in the preparation of Council agendas.
- Prepare the Council's weekly perpetual calendar.
- Supervise the Records Management Program and microfilming program.
- Supervise the ordering and maintenance of office supplies and equipment and the preparation of purchase requisitions and requests for payment.
- Make monthly cash deposits.
- Assist in the conduct of municipal elections.
- Coordinate certain special proceedings such as annexations, street vacations, abandoned vehicles and acquisition of property through power of eminent domain, assuring timely notification of affected property owners, publication of documents and notices, and notifications to appropriate governmental agencies following prescribed procedures to insure that all legal requirements are met.

- Assist in budget preparation and administration.
- Assist in the development and implementation of systems and procedures.
- Prepare and update procedure manuals.
- Coordinate City Clerk activities with other City departments, divisions, and sections, and with outside agencies.
- Supervise, train, and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern office management.
- Business English, spelling, and arithmetic.
- Modern office practices, procedures, and equipment.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Learn municipal laws and procedures.
- Learn election laws and procedures.
- Learn Political Reform Act filing requirements.
- Learn records management; records retention, imaging and microfilming procedures.
- Provide information and organize material in conformance with policies and regulations.
- Meet the public and to understand their questions and effectively respond.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to an Associate's Degree from an accredited college or university with major work in public or business administration or a closely related field. One year of additional qualifying experience may substitute for one year of required education. Certified Municipal Clerk designation highly desirable.

Experience: At least four years of responsible experience in a City Clerk's or similar office including at least three years of supervisory experience. Prior administrative experience as a Deputy City Clerk in a large municipality is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant City Clerk

TO: City Clerk