

CITY OF GLENDALE

TITLE:	Deputy City Clerk	CLASSCODE:	176
REPORTS TO:	City Clerk	GRADE:	31
DEPARTMENT:	City Clerk	FLSA:	E
JOB SPECIFICATION DATE: October 25, 2006 cm			

JOB SUMMARY

Performs highly complex administrative and professional work including research, analysis, budgeting, and preparation of reports and recommendations for changes in policies and procedures, program development, coordination, and provides senior management assistant level support to the City Clerk's Office. Serves as Acting City Clerk in the absence of the City Clerk.

ESSENTIAL FUNCTIONS

1. Provides senior management assistant level support to department head by performing research on assigned problems or issues; analyzing findings; and developing and presenting reports and recommendations for changes in policies, procedures and operational policies.
2. Conducts research on policy issues or questions; investigates sensitive citizen inquiries and complaints; conducts follow-up to ensure resolution.
3. Assists the City Clerk in the planning and conducting of periodic City elections and other legal requirements of the City Clerk's Office
4. Coordinates and conducts district and other citizen group meetings and projects, or inter-departmental meetings and projects, and completes follow-up activities.
5. Prepares correspondence, technical statistical reports, public notices, council communications, and reports to council and other Federal, State, and local agencies and organizations and the Mayor's Office.
6. Researches and writes speeches, articles and newsletters for area of assignment.
7. Manages special and continuing projects involving the development of plans, and the coordination of activities among departments, other cities and the public.
8. Serves as liaison for the department head with other departments, outside consultants and contractors.
9. Measures and evaluates work performance, assigns schedules, develops training and work procedure guidelines, prioritizes workloads, and delegates essential tasks.
10. Conducts financial studies to determine the availability of resources for funding of new and continuing programs.
11. Conducts complex organizational and procedural analyses, evaluates recommended organizational changes and reports on the merit of the recommendation.
12. Represents the City Clerk Department on various city boards and committees in the city and the community at the regional level.
13. Prepares and monitors annual department operating budget; develops budget from projections and forecasting.
14. Provides technical support to the department head and assigned committees on a variety of issues. Reviews and analyzes new and pending legislation to determine its impact on city operations.
15. Coordinates, plans, reviews and manages preparation of council communications and items for the Council agenda for the department.
16. Develops and conducts training sessions on new procedures, programs or processes.

SECONDARY FUNCTIONS

17. Meets with the public; obtains and provides information; explains codes; ordinances; explains processes and procedures; refers only the most complex or unusual questions to City Clerk or City Attorney.
18. Performs other related duties as assigned

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

City Charter, City Code Book, Arizona State Constitution, Arizona Revised Statutes, Federal Election Laws, Passport Regulation, City Policies/Procedures, City Manager Directives, State Records and Management Regulations
Regulatory requirements for candidates, campaign finance committees, and release of appropriate public information
Research and analysis methods and the elements of report preparation
Basic budgeting and accounting principles
Principles and practices of supervision

Skill in:

Computer operation and applicable software
Research techniques
Gathering data and prepare written correspondence, minutes and statistical reports
Presentations and training
Grammar, spelling, punctuation, vocabulary and math

Ability to:

Communicate effectively, and provide clear explanations and answers, both orally and in writing
Conduct research, analyze findings, and prepare clear and concise reports and recommendations
Prepare and monitor a budget; estimate costs; project future expenditures
Plan, direct and evaluate the work of assigned staff
Effectively use computerized data management systems
Operate a variety of standard office equipment, including a personal computer
Work independently on major projects
Comprehend and make inferences from written material such as proposed legislation, legal opinions, the City Charter, state statutes, Council and Council Committee minutes in order to assess compliance with legal requirements
Respond to requests and inquiries from the general public, media, and city departments
Establish and maintain effective working relationships with city staff, departmental clients, and the general public
Comprehend, summarize, edit and review documents for accuracy
Plan, organize, and/or direct the activities of others; review and evaluate their work products
Follow oral and written instructions and exercise independence and judgment in applying and following established procedures and in meeting deadlines

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's Degree in business or public administration, management, or a related field and four years experience in a responsible administrative capacity performing duties in records management, municipal elections, campaign finance, or closely related area preferably in a City Clerk's Office, including one year of supervisory experience in an office setting.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Possession of a Certified Municipal Clerk or ability to obtain highly desirable
Possession of a valid Arizona driver's license