

DEPUTY CITY CLERK

JOB DESCRIPTION

Classification Responsibilities: The Deputy City Clerk assists the City Clerk in planning, organizing, and coordinating all aspects of the City Clerk's Office as assigned. Performs a wide variety of technical, highly responsible, and specialized administrative duties including conducting City elections; maintaining and managing Citywide municipal records program; reporting on and maintaining actions of the City Council; maintaining and updating City Code; and performing related duties as required. This includes conducting research, drafting recommendations and reports for submission to Council/management; working closely with the League of Arizona Cities and Towns and City Attorney staff on a variety of complex legal issues associated with all types of elections and Code Book issues; developing innovative ideas and proactive methods to increase voter participation; timely and accurate preparation, posting, dissemination, and presentation to the City Council of minutes, ordinances, resolutions, and other documentation; providing input and preparing related portions of the office budget and recommending changes to the existing budget; measuring and evaluating staff work performance, developing training and work procedure guidelines, and prioritizing and delegating essential tasks; and implementing new procedures and/or modifications to existing software programs, and developing new forms based on need.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the City Clerk Assistant and Sr. Program Assistant class by the more diverse and complex nature of assignments, greater independence under which the work is performed, and by its responsibility for directing and overseeing staff activities. In addition, the Deputy City Clerk may serve as the Acting City Clerk in the City Clerk's absence. This class is supervised by the City Clerk and is evaluated through meetings, conferences, and results of assigned tasks, receiving minimal supervision and generally operating from goals and objectives without specific task assignments. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field. Extensive (5+ years) experience in a responsible administrative capacity with a Municipal Clerk's Office, records management, municipal elections, campaign finance, or closely related area is also required, along with at least one year of supervisory experience in an office setting. Must be proficient in recordkeeping, report writing, and software related to requirements of position.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Master's Degree in Public Administration, Business Administration, or a related field; Certification as a Municipal Clerk, Master Municipal Clerk,

Municipal Election Official, Campaign Finance Official, or closely related professional certification; specialized training in Arizona State Records Management, and/or web and desktop publishing experience is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates orally and in writing with the general public, candidates, political Action Committees, Council, management and other City employees, City Council, vendors, the media and governmental agencies in order to receive and provide information to explain and/or interpret Council actions, City ordinances/resolutions, the City Charter, legislation, legal opinions, campaign finance laws, initiative/referendum/recall statutes, City Codes and candidate election requirements. Produces written documents; instructs and trains staff on the compilation of accurate documentation; oversees responses to inquiries and/or requests for information; serves as liaison to outside media and internal communications staff on a variety of complex, sensitive issues; makes presentations to neighborhood and community groups on election-related matters; and attends a variety of City Council and Council committee meetings and hearings, conducted both on-site and off-site.

Manual/Physical: Operates a variety of standard office equipment, including a PC, with specialized software programs. In the absence of the City Clerk, operates the VoteLynx voting system in Council Chambers to record the votes at Council meetings. Enters data or information into a terminal, PC, or other keyboard device in order to view, revise, or create minutes, reports (including budgetary reports), certifications, and correspondence. Reviews the work products of others to ensure the accurate compilation of Council actions, standard operating procedures; federal and state regulations, governing election procedures, campaign finance and other state and local guidelines. Prepares and/or updates election/candidate, campaign finance materials, brochures, and/or budgetary documents. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and/or directs the activities of subordinates in duties related to: elections, City Code updates, and regulatory compliance with applicable Federal, State and local laws. Conducts research and/or analyzes data related to election statistics, costs, performance measures, legislation, contracts, budget reports, and improved voter services. Performs statistical computations, financial and/or cost analysis, and reviews submitted election documents for adherence to all pertinent laws. Comprehends and provides input regarding proposed legislation, legal opinions, contracts, research materials, and budget reports in order to evaluate current operations, assess compliance with legal requirements, and monitor potential impact. Reviews, prioritizes and assigns work to personnel and prioritizes own work. Understands schematic drawings, layouts, or other visual aids, such as county and City maps, office layout/design, and related documents.

Knowledge and Abilities:

Knowledge of:

election procedures and related processes;
Federal and State of Arizona laws, City Charter, and the City Code Book;

State Library and Archives regulations/legislation related to imaging, retention and records management;
budgetary processes, personal computer software applications, office supervision and administration;
research techniques and methods of report presentation;
management/supervisory principles;
electronic document management system; and
various software applications.

Ability to:

explain detailed and complicated policies, procedures and laws to staff, candidates, citizens and prospective candidates for elective office;
comprehend and review for accuracy accounts of Council actions for permanent records of the City;
analyze, interpret and report Council discussions and prioritize points to be included in the formal record;
perform various research projects for City Council, City Attorney, City Manager's staff, candidates, citizens, the media and general public;
make presentations to management, members of the general public, City Council and other regulatory bodies;
exercise good judgment in organizing records, researching and compiling written reports, statistical computations, cost analyses and general correspondence, respecting the public and sensitive information;
follow oral and written instructions and exercise independence and judgment in applying and following established procedures and in meeting details;
learn job related skills both on the job and/or classroom training relating to the election process and recordkeeping requirements and apply the knowledge in a fair and unbiased manner;
exercise tact and diplomacy in contact with the general public, City Council, City staff and other government agencies;
proficiently perform computerized word processing, comprehension, summarizing and timely writing/editing;
maintain/update City Clerk's website to reflect accurate, up-to-date information;
make mathematical calculations and draw logical conclusions;
handle multiple projects simultaneously and use good judgment in prioritizing work assignments;
supervise (observe, review and check the work of staff to ensure conformance to standards) and coordinate the activities as assigned, including training, scheduling, hiring decisions, written performance evaluations and possible disciplinary actions; and
establish and maintain positive working relationships with the City Council, City Manager, City staff, coworkers and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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