

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR DEPUTY CITY CLERK**

**PERSONNEL COMMISSION APPROVAL: REVISED**  
**COUNCIL APPROVAL: AUGUST 20, 2007**

**JOB CODE: 0135**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: HBMT**  
**FLSA STATUS: NON-EXEMPT**  
**EEOC CODE: ADMINISTRATIVE SUPPORT**

**JOB SUMMARY**

Under general supervision, performs complex paraprofessional and administrative duties in support of the Office of the City Clerk and the City Council.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Assistant City Clerk

**DISTINGUISHING CHARACTERISTICS**

The Senior Deputy City Clerk is the journey level classification within the Deputy Clerk series. This classification is distinguished from the entry level Deputy City Clerk by the performance of complex duties paraprofessional and administrative work and the level of independent judgment and initiative exercised in performance of complex assignments.

**EXAMPLES OF ESSENTIAL DUTIES**

- Assists in organizing and composing the City Council agenda, packet materials and meeting minutes
- Attends City Council and Public Financing Authority meetings in lieu of the Assistant City Clerk as required
- Uses software to live stream City Council meetings and record actions taken
- Edits, proofreads, and submits in finished form meeting minutes for City Clerk approval
- Conducts follow-up actions taken by the City Council
- Reviews and compiles City Council staff report information submitted by departments
- Posts meeting agendas pursuant to State Law
- Publishes public hearing notices and ordinance synopsis according to applicable codes and statutes

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



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- In the absence of the City Clerk or Assistant City Clerk, attends Agenda Review meetings with City Council, City Administration and department heads to review proposed agenda items
- Interacts with departments to coordinate agenda preparation; makes revisions and adds documentation as required
- May attend post-meeting briefings to discuss City Council action
- Procures goods and services as needed
- Acts as department records coordinator/manager
- Performs notarial duties and certifies official copies of department records
- Electronically records documents with the County of Orange
- Administers oath of office
- Assist Assistant City Clerk to oversee mandatory FPPC filings
- Provides customer service at counter and over the phone in response to requests from the public and staff
- May provide work direction to Deputy City Clerks
- Responds to public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and City Council actions
- Researches databases, zoning and municipal codes, microfiche and other records to answer public, inter-agency or intra-agency inquiries
- Oversees delivery of information for compliance with the California Public Records Act
- Certifies published affidavits for ordinances
- Coordinates the execution, certification, publication and recording of documents, and processing of contracts, bids, public hearings and deeds
- Communicates with outside vendor responsible for codification of the City's municipal and zoning codes
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required; maintains regular and consistent attendance record
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: SENIOR DEPUTY CITY CLERK**

- City Charter and other municipal codes, regulations and statutes
- Laws, rules, regulations, and procedures pertaining to notices, minutes, records, reports, agendas, materials and correspondence for a municipality
- The Ralph M. Brown Act, the California Public Records Act, and other laws, rules, and regulations governing the proper protocol for conducting City Council meetings and general public meeting laws, including Roberts Rules of Order
- Notary Public processes and regulations
- Processes for developing and preparing agendas and minutes
- Recordkeeping principles and practices
- Public procurement policies as they relate to bid opening and communication processes
- Principles of business correspondence
- Effective public relations/customer service principles and practices
- Functions and organization of municipal government
- Election, campaign and conflict of interest filing regulations required by the State, the County and the City

#### **Ability to:**

- Prepare, edit, and submit for approval City Council meeting minutes
- Coordinate agenda preparation activities
- Ensure the proper posting and publication of meeting and public hearing notices
- Perform diverse duties requiring a wide variety of contact with all levels of employees and government officials and entities
- Perform election procedures
- Research issues, compile data and information and prepare reports of findings
- Prioritize and organize tasks with competing demands to ensure work is completed in a timely manner
- Prepare clear and concise reports, memoranda, and correspondence
- Communicate effectively, verbally and in writing
- Utilize general office equipment such as telephone, fax machine, document imaging equipment, printers, copiers, computers and associated software
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Report to work as scheduled and maintain an acceptable attendance record

**Education:** High school diploma or equivalent supplemented by two years college-level coursework or specialized training in business or public administration or other directly related field. An associate's degree in business or public administration preferred.

**Experience:** Three (3) years' increasingly responsible paraprofessional or administrative experience, preferably working with an elected/appointed City Council, Governing Board

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR DEPUTY CITY CLERK**

or Board of Directors.

**License/Certificate:** A valid California driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

- State of California Notary Public Commission required.

**Certified Municipal Clerk (CMC) designation is preferred and may substitute for up to one (1) year of required experience.** Passport Acceptance Agent Certification preferred.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Work is performed in an office environment and involves sitting, standing, and walking for prolonged or intermittent periods of time. Work requires reaching, bending, and twisting at the waist to perform desk work and operate general office equipment. The operation of a personal computer requires finger and wrist dexterity. Requires vision to read correspondence and other pertinent documents. Requires hearing and speech to communicate effectively in person, before groups, and over the telephone. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds from desks, counter tops or file drawers.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.