City of Merced

Bargaining Unit:

FLSA:

MS Covered 01183

Position Number:

ASSISTANT CITY CLERK

DEFINITION

Under general direction, to organize, coordinate, maintain, and administer the City's records management, optical imaging programs, and City Clerk responsibilities in accordance with legal guidelines; to supervise staff performing records management and City Clerk functions; to attend City Council Meetings and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class is responsible for providing staff assistance to the City Council and Boards and Commissions and the ongoing development, implementation and enhancement of the City-wide records management program to ensure compliance with all legal requirements.

REPORTS TO

Director of Support Services

CLASSIFICATIONS SUPERVISED

Staff performing City Clerk and records management functions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Oversee and maintain the records management program to ensure that the maintenance, retrieval, inventory, retention, and destruction of all records is in accordance with City policy as well as legal, financial, governmental, and historical requirements on a variety of storage mediums. Maintain, oversee, and coordinate the City's optical imaging program. Maintain the City's record retention/destruction schedules. Attend City Council Meetings and prepare minutes. Assist with processing and making arrangements for Municipal elections. Maintains custody of the City Seal: Operate a personal computer utilizing varied programs and formats. Meet with departments to determine and implement special records management/retention requirements. Conduct citywide training in records management and optical imaging programs including retrieval of records using available software. Respond to subpoenas and records requests, in a timely manner, and ensure completeness of returned records. Prepare and update records management procedures manual. Prepares a wide variety of administrative reports as needed. Consult with the City Attorney when necessary to make decisions on dissemination/destruction of critical and sensitive information. Assist in the preparation of the Records Division budget. Operate a variety of office equipment. Perform related duties and special projects, as required.

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TYPICAL PHYSICAL REQUIREMENTS

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. Grasping, repetitive hand movement and fine coordination in preparing statistical reports and data, using a computer keyboard. Near and far vision in reading correspondence and using a computer, and acute hearing when providing phone and face-to-face service. Occasional lifting of boxes and objects for records management weighing up to 25 pounds.

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; observe and interpret situations; perform highly detailed work on multiple, concurrent tasks; and interact with other City staff members.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment,

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of records management and optical imaging applications.

Legal aspects of records retention and disposal.

Advanced record keeping procedures.

Requirements, procedures and policies of the Office of the City Clerk.

Function and organization of Municipal Government.

Laws and regulations governing City Clerk and local election functions.

Computer systems and software applications related to the functions of the Office of the City Clerk.

English usage, spelling, grammar, and punctuation.

Basic mathematic skills.

Basic written and oral communication skills.

Standard office equipment operation.

Effective public relations skills.

Ability to:

Perform a wide scope of highly technical assignments in the City Clerk's office.

Assist with the efficient and lawful maintenance of City documents and records.

Develop information and prepare reports.

Attend City Council meetings and other after hours meetings taking and preparing minutes.

Use a computer and software packages applicable to the City Clerk's office.

Assist with the administration of local elections.

Effectively represent the City Clerk functions and policies in contacts with other City staff, the public and other government agencies.

Set up and maintain a detailed records system.

Operate a variety of modern office equipment.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Assist staff in records management procedures and the use of optical imaging equipment.

Safely lift and carry objects weighing up to 25 pounds.

Maintain current, accurate records.

Utilize computer systems and software.

Use basic mathematic, written, and oral skills effectively.

Type 35 words per minute.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relations.

Training and Experience:

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

Graduation from an accredited college or university with a major in business administration, public administration or related field or an AA degree in a closely related field and at least five years of increasingly responsible records management experience and high level executive support, preferably in a government agency, and one year of increasingly responsible lead or supervisory experience.

Possession of or ability to obtain Certified Records Manager (CRM), Certified Municipal Clerk (CMC) and/or Master Municipal Clerk is highly desirable.

Special Requirements:

Possession of a valid California Driver's License, issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED ______ DATE Chairperson, Personnel Board