

**CITY
OF
MERCED**

**Employment Opportunity
for
ASSISTANT CITY CLERK**

SALARY: \$5,331 - \$6,480 Monthly
FINAL FILING DATE: July 10, 2013

Current and future vacancies will be filled from this eligible list for a period of one year from the date of certification. Applications must be in the Personnel Office by 5:00 p.m. on the filing deadline date or they will not be accepted for any reason. **Postmarks are not acceptable.**

THE POSITION

The Assistant City Clerk oversees the operations of the City Clerk's Division, including the records management, optical imaging programs, and City Clerk responsibilities in accordance with legal guidelines; supervises, trains, evaluates, and disciplines as appropriate staff performing records management and City Clerk functions. Attends City Council Meetings and other meetings as necessary and to do related work as required. Incumbents of this class are 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 and oversees the day-to-day operations of the City Clerk's Division.

Reports To

City Manager or designated Supervisor.

TYPICAL DUTIES

Typical duties include, but are not limited to, assumes management responsibility for the services and activities of the City Clerk's Division. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Takes and transcribes minutes; prepares legislative follow-up from meetings, including Ordinances, Resolutions, agreements, and minute orders; attests to the validity of documents, notations, and signatures; publishes public notices and Ordinance summaries; maintains and updates the Municipal Code. Oversees and organizes the City Council agenda and agenda packet materials for the City Council and other meetings; ensures agendas are compliant with State law; ensures publication of hearing notices occurs in timely manner. Oversees and maintains 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. Maintains, oversees, and coordinates the City's optical imaging program. Maintains the City's record retention/destruction schedules. Assists with processing and making arrangements for Municipal elections. Maintains custody of the City Seal. Operates a personal computer utilizing varied programs and formats. Meets with departments to determine and implement special records management/retention requirements. Conducts citywide training in records management and optical imaging programs including retrieval of Records using available software. Responds to subpoenas and records requests, in a timely manner, and ensures completeness of returned records. Prepares and updates records management procedures manual. Prepares a wide variety of administrative reports as needed. Consults with the City Attorney when necessary to make decisions on dissemination/destruction of critical and sensitive information. Assists in the

preparation of the Records Division budget. Operates a variety of office equipment. Performs related duties and special projects, as required.

Must have 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.

Must have the ability to perform a wide scope of highly technical assignments in the City Clerk's office; oversee and 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; 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; and, establish and maintain effective working relations.

THE REQUIREMENTS

Education 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:

Bachelor's Degree from an accredited college or university with a major in business administration, public administration or 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 current, valid California Driver's License issued by the Department of Motor Vehicles.

Additional Information

The City reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity.

Smoking and Tobacco Product Use

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment. Employees hired for positions after July 1, 2006 (including promotion, transfer

or reclassification) shall not be permitted to habitually use any tobacco products. Failure to follow this policy will lead to disciplinary action up to and including dismissal.

TYPICAL PHYSICAL CHARACTERISTICS

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; continuous contact with other staff and the public.

THE EXAMINATION

Qualifying Application Review: Those applications which meet the minimum qualifications will be submitted to an Application Screening Panel to select a limited number of the most qualified candidates to continue in the examination process. The panel's selection will be based upon those applications demonstrating the greatest breadth and depth of applicable training, experience, and education for the position.

Oral Interview – 100%: The oral board may evaluate such dimensions as decision making, performance under pressure, flexibility, oral communication skills, and problem analysis. The oral board is conducted to evaluate a candidate's training and experience for the position. The panel will decide which candidate(s) are qualified, based on the oral interview. Candidates must score in the higher percentile bracket to qualify for the employment list. Placement on the employment list will be determined by the candidate's final score. Final selection and appointment will be made by the Department Head and the City Manager from the top three candidates on the employment list. **ORAL INTERVIEW DATE TO BE DETERMINED.**

PRE-EMPLOYMENT PROCEDURES

All appointments are contingent upon the successful completion of all parts of a pre-employment check consisting of a medical examination and drug screen. Results of the pre-employment check or false statements of material facts may be cause for disqualification, elimination from the employment list or discharge from employment. Please visit the City of Merced website a www.cityofmerced.org and click on City Jobs for a link to the employment application. For additional questions you may contact the City Personnel Office at (209) 385-7100 or e-mail personnel@cityofmerced.org. For Hearing Impaired, please call (209) 385-6816.

EXAM I.D. 1185-15-6/12/13

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(6), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended to all activities including those that do not receive Federal assistance.

Deneen L. Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 385-4780 or at the TTY telephone number indicated above.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER/A.D.A.

****INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE****