Bargaining Unit: FLSA:

Position Number:

MC Covered 02734

DEPUTY CITY CLERK

DEFINITION

Under general supervision, to assist with the maintenance of official City records; to assist with the preparation, distribution, and publication of the City Council agenda; to act in the capacity of Assistant City Clerk, when delegated. Follow all policies and procedures of the Risk Management function of the Insurance Division of the Support Services Department to include a variety of technical support work in the development and implementation of the City's risk management program; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized, single-position classification for the position assigned to provide a variety of assistance and support for City Clerk and Risk Management responsibilities and functions.

REPORTS TO

Director of Support Services or designated Supervisor.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

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

City Clerk Division

Duties include, but are not limited to, performing a variety of complex technical support work for the City Clerk functions; assisting with gathering material and documents for inclusion with City Council agenda packets including administrative reports, attachments, exhibits and agreements; preparing agenda for City Council meetings; attend City Council meetings, Measure C Committee meetings, and negotiations and bargaining meetings, taking and transcribing minutes and other meeting records, when delegated; performing follow-up work for City Council meetings, preparing and distributing required notices and publication of actions, resolutions, and ordinances including codification of ordinances in a timely fashion administering oaths of office; certifying documents; answering a variety of public and staff inquiries regarding the functions and responsibilities of the City Clerk; performing other related duties as assigned.

Risk Management Division

Duties include, but are not limited to, working with health and welfare benefits including employee/retiree eligibility, processing and reconciling billings for employee benefits, assisting with workers compensation claims; document processing, public information, operating document imaging equipment and indexing documents for official records; performing a variety of back-up assignments for the Insurance Coordinator; acting as a liaison between employees

DEPUTY CITY CLERK – 2

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – (CONTINUED)

Risk Management Division – (Continued)

and retirees and various vendors of insurance benefits and insurance broker; performing a variety of office support and other related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, document imaging equipment, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Laws and regulations, requirements, procedures, and policies governing the Offices of the City Clerk and Risk Management.

Benefit programs offered by the City of Merced.

Principles of Risk Management and Benefit Administration.

Functions and organization of municipal government.

Modern office methods, procedures, and equipment.

Correct English usage, spelling, grammar, and punctuation.

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

Knowledge of City Council Chambers Electronic Presentation Systems.

Operation and basic maintenance of document imaging and duplicating equipment.

Ability to:

Perform a wide scope of technical support assignments in the City Clerk and Risk Management Offices.

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

Develop information and prepare reports.

Attend Council Meetings and other after hours meetings taking and preparing minutes, when delegated.

Facilitate meetings using City Council Chambers electronic presentation systems.

Use City Council Chambers recording equipment to obtain electronic record of meetings.

Transcribe recordings of meetings into official minutes of meetings.

Use computer and software packages applicable to the City Clerk's and Risk Management Offices.

DEPUTY CITY CLERK - 3

DESIRABLE QUALIFCATIONS – (CONTINUED)

Ability to: (Continued)

Communicate benefit information to employees and resolve problems between insurance carriers and City employees.

Work under stringent deadlines and time constraints with constant interruption. Effective public relations skills.

Effectively represent the City Clerk and Risk Management functions and policies in contacts with City Council, City staff, the public, and other government agencies. Establish and maintain cooperative working relationships.

Learn and perform a variety of administrative, office, and general support work with minimal guidance and supervision.

Read, interpret and apply policies, procedures and regulations.

Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.

Provide excellent customer service and support.

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:

Some college coursework in business administration, public administration or related field, and experience in the areas of City Clerk, boards and commissions, Health and Welfare benefits, General Liability, Worker's Compensation, performing a wide variety of technical public records and document filing and maintenance, experience with City of Merced boards and commissions and Municipal government experience. An AA degree in Business Administration, Public Administration or related field is desirable.

Possession of or ability to obtain Certified Municipal Clerk Certification (CMC) is 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.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to City management.

APPROVED Sanie Hasloue D

Chairperson Personnel Board

DATE _ 7-13-09