

RESOLUTION NO. CC-2506-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO CREATE THE POSITION OF ASSISTANT CITY CLERK AND ADOPTING THE SALARY RANGE FOR THE POSITION

WHEREAS, pursuant to Sections 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council of the City of Redondo Beach ("City Council") shall set forth from time to time the Class Titles and Salaries for job classifications; and,

WHEREAS, pursuant to Section 2- 3.502 of Article 5, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council shall set forth from time to time the Specifications for job classifications; and

WHEREAS, the City Clerk desires to create the new position of Assistant City Clerk to serve as a "second in command" to the City Clerk; and

WHEREAS, the initial salary range of Assistant City Clerk will be adopted as \$7,319 to \$10,215 per month, and

WHEREAS, the Assistant City Clerk will be assigned to the Management and Confidential Bargaining Unit; and

WHEREAS, it is necessary to amend the Official Book of Class Specifications to reflect such actions of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Official Book of Classifications is hereby amended, as reflected in the attached Exhibit "A" relating to creating the Class Specification for the position of Assistant City Clerk.

SECTION 2. This resolution shall take effect immediately upon its adoption by the City Council.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 10th day of June, 2025.

James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

Joy A. Ford, City Attorney

Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF REDONDO BEACH)

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that Resolution No. CC-2506-035 was passed and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 10th day of June, 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Eleanor Manzano, CMC
City Clerk

EXHIBIT A

JOB SPECIFICATION FOR ASSISTANT CITY CLERK

See attached job specification.

ASSISTANT CITY CLERK

DEFINITION

Under the general direction of the City Clerk, the position is accountable as a team member for performing management level administrative work, planning, organization, and supervision of the City Clerk's Office to achieve results in support of the City's mission, goals, policies and objectives.

EXAMPLES OF DUTIES

This position is accountable as a manager and team member to perform support duties and services including but not limited to:

- Performs duties and responsibilities of the elected City Clerk in his or her absence
- Assists in the daily operations of the City Clerk's Office
- Attends City Council meetings, and selected Commission meetings as requested
- Management duties including, but not limited to planning, organizing and overseeing all functions of the City Clerk's Office, including the conduct of municipal stand-alone elections; City Council agendas, conformance of minutes, resolutions and ordinances and municipal code codification; manages the filing requirements of forms required by the Fair Political Practices Commission (FPPC); oversees the Records Management Division
- Acts as departmental liaison to vendors for the conduct of the City Clerk's Office
- Conducts research and completes administrative reports
- Communicates effectively both orally and in writing
- Establishes and maintains effective working relationships and working cooperatively with co-workers, other members of the management team including the elected City Clerk, City staff and the community
- Supervises staff under the direction of the elected City Clerk and conducts personnel performance evaluations
- Exercises tact, self-restraint and good judgment; taking initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct; acting with courtesy and independent judgment; providing sound decision-making skills and critical thinking to provide professional recommendations, decisions and completed staff work
- Supports the City's mission, goals, policies and objectives; delivering outstanding internal and external customer service; solving problems and communicating effectively with the public and fellow employees
- Supports the City's values of: Openness and honesty; integrity and ethics; accountability; responsive and effective customer service; teamwork; excellence; and fiscal responsibility
- Performs other related duties as assigned

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and is a member of the Unclassified Service.

MINIMUM QUALIFICATIONS

Knowledge of:

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City by directing the right combination of people, resources, processes and time to successfully achieve results.

The position requires computer literacy with knowledge in the use of Microsoft Office; the ability to communicate using email programs; and an understanding of and adherence to City policies for information technology.

Ability to:

The position's expected competencies are sound decision-making skills; critical-thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performances.

The position requires meeting the physical employment standards for the classification.

Education and Experience:

The position requires graduation from an accredited college or university with a bachelor's degree in public administration, business administration or a related field. A master's degree in a relevant field is highly desirable. Designation as a California Professional Municipal Clerk (CPMC), Certified Municipal Clerk (CMC) and/or a Master Municipal Clerk is required. Additional occupationally related work experience may be substituted for the required education on a year-for-year basis up to four (4) years.

The position requires at least three years of increasingly responsible management experience in a city, county, or special district, or comparable business; preferably at a deputy or assistant level. Two years or more experience in a supervisory capacity is highly desirable. Relevant knowledge and experience in some or all of the following areas is preferred: federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, Government Code, Municipal Code and Public Records Act particularly those relevant to records management, and the general functions of municipal government; and records management, imaging and disaster recovery procedures.

Job description statements describe the general nature and levels of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.