



City of Redondo Beach  
**Chief Deputy City Clerk**

<b>CLASS CODE</b>	2120	<b>SALARY</b>	\$7,319.00 - \$9,458.00 Monthly
<b>BARGAINING UNIT</b>	Professional & Supervisory Association	<b>ESTABLISHED DATE</b>	August 02, 2011
<b>REVISION DATE</b>	July 01, 2017		

---

### **DEFINITION**

Under general direction of the City Clerk, assists in the performance of the City Clerk's duties including carrying out Charter and code-mandated duties. In the absence of the City Clerk, serves in that capacity. Assists in the management of public records, City elections and recording of City Council meetings; performs other related duties as required; is exempt from coverage under the Fair Labor Standard Act.

### **EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS**

Performs management duties including, but not limited to: plans, organizes, and directs the conduct of municipal elections; directs the organization, preparation, printing, assembly and distribution of City Council agendas, resolutions and ordinances; monitors filing requirements of the Fair Political Practices Commission; updates the Municipal Code; oversees the Records Management Division; participates in budget preparation and administration; coordinate the processing of claims for damages, summonses and subpoenas for the City; maintains knowledge of current State, Federal, and/or local regulations and best practices regarding elections, Political Reform Act, public meetings, municipal city clerk/public records management; supervises training and evaluation of subordinate staff; establishes employee performance standards and objectives; prepares and presents performance reviews; recommends employee selection and discipline; ensures staff employs a positive customer service approach and provide responsive service to all others contacted in the course of their work; attends meetings outside of normal working hours.

### **MINIMUM QUALIFICATIONS**

Knowledge of:

- State and federal laws related to municipal elections, open meetings, parliamentary procedure, management of public records and political reform requirements, including the Political Reform Act, Fair Political Practices Act, Maddy Act, Ralph M. Brown Act, the Government Code and the Election Code.
- Current best practices for the management of activities in a municipal City Clerk office; public policy, public records management practices and, municipal elections; current knowledge of electronic document management systems and other electronic systems for management of City Clerk operations.
- Current best practices and effective methods for administration of claims, summons and subpoena processing.
- The political environment present in municipal government operations, and in dealing with elected and appointed officials, candidates for office, other entities and the public; ability to remain impartial in dealing with sensitive political issues.

Ability to:

- Meet the physical employment standards for the position.
- Satisfactorily perform required duties.
- Reason logically and creatively.
- Communicate effectively orally and in writing
- Work independently and on project matrix teams.
- Display a high degree of initiative and judgment.
- Working effectively with the public, departments and elected officials requiring considerable responsiveness, courtesy, tact, and discretion.
- Succeed in a sensitive and political environment and deal tactfully and diplomatically with various government officials and the public.
- Legally operate a motor vehicle in the State of California.
- Obtain a Notary Commission from the Secretary of State and Passport Agent certification.

Education and Experience:

Graduation from a recognized college or university with a baccalaureate degree in an occupationally related field and four years of full-time paid experience working for a City Clerk performing related occupational duties and exercising authority comparable to that required of the position. Additional occupationally related experience may be substituted for education on a year-for-year basis up to four (4) years. Excellent customer service skills are required.

Desirable Qualifications:

- Three years of deputy level experience in a City Clerk's Office.
- Designation as a Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC).
- Understanding of the principals of law relating to voter registration, elections and public records; recording and management of documents.
- Knowledge of Ralph M. Brown Act and Fair Political Practices requirements with regard to conflict of interest laws and campaign requirements.
- Council/Commission Minutes procedures and requirements.
- Municipal Elections experience.

## **SUPPLEMENTAL INFORMATION**

### **SELECTION PROCESS**

The selection process may include but is not limited to: application review and evaluation, written examination, performance test and interview. All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process, such as: reference check, background investigation, fingerprint criminal history check, post-offer drug test, post-offer psychological and post-offer medical examination, the cost of which will be borne by the City.

Candidates must fill out the employment application and supplemental questions completely and accurately. Incomplete applications, including references to "see resume", are considered incomplete and will be disqualified. The City of Redondo Beach is an Equal Opportunity Employer. The City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least five (5) business days in advance of the test date.

Qualified Military Veterans are given an additional five points to a passing score for both open- competitive and promotional recruitments.

*Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.*