

**RESOLUTION NO. 2016-100**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
AUTHORIZING AND APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR  
DEPUTY CITY CLERK AND REALLOCATING THE POSITION FROM  
ADMINISTRATIVE ASSISTANT (CITY CLERK'S OFFICE) TO DEPUTY CITY CLERK**

**WHEREAS**, staff has analyzed staffing needs, options, and costs and recommends creation of the position of Deputy City Clerk and has updated the job description for this position that meets the needs of the City; and

**WHEREAS**, staff has conducted a salary survey and recommends placement of the Deputy City Clerk position in the Confidential Unit salary range 78-CF of \$4,688.56 - \$5,700.02 per month which is the placement the position was previously.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the change in position from Administrative Assistant (City Clerk's Office) to Deputy City Clerk with a job description as provided for in Exhibit A, which is attached hereto and incorporated by this reference; and

**BE IT FURTHER RESOLVED** that the Deputy City Clerk position is established at the salary range listed above; and


**BE IT FURTHER RESOLVED** that the position allocated in the FY 2016-17 budget is changed from Administrative Assistant (City Clerk's Office) to Deputy City Clerk.

**DULY AND REGULARLY ADOPTED** this 11<sup>th</sup> day of October, 2016.

**CITY OF ROHNERT PARK**

  
Gina Bellforte, Mayor

**ATTEST:**

  
JoAnne Buergler, City Clerk  
Caitlin Saldanha, Deputy

Attachments: Exhibit A

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye BELFORTE: Aye

AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

**City of Rohnert Park**

**DEPUTY CITY CLERK**

**DEFINITION**

Under general direction, serves as Deputy City Clerk including coordinating various election activities; performing required duties for City Council services and records management, establishing and maintaining organizational procedures and tracking systems for legislative compliance of government codes; preparing agenda packets, following up on Council actions, processing documents, and carrying out a variety of administrative support functions; performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The **Deputy City Clerk** is a single position class. The position performs a breadth of assigned administrative support functions and responsibilities for the City Clerk and City Manager's Office.

**SUPERVISION RECEIVED/EXERCISED**

General supervision is provided by the City Clerk. In the absence of the City Clerk, the position reports to the City Manager. This position may provide lead supervision of other support staff.

**ESSENTIAL JOB FUNCTIONS**

(These duties are a representative sample; position assignments may vary)

- Drafts, types, edits, processes, and distributes City Council meeting agendas, agenda packets, and related materials, memos, resolutions, ordinances, City Manager reports and notices, proclamations, and letters
- Prepares, signs, seals, and processes items acted upon by the City Council, including composing and preparing correspondence and advising various individuals of City Council actions, directs publishing, posting, and mailing of notices; attests, certifies, and records all ordinances, resolutions, agreements; City Council meeting follow-up assignments and other municipal legal documents
- Ensures proper procedures for notification and certification of Council actions
- May attend City Council meetings, take minutes, and prepare official action minutes
- Assists the public and City staff by providing information and research and reference assistance
- Processes and distributes signed contracts and/or agreements as necessary
- Maintains a variety of municipal files and records in accordance with the City-wide records management program, including processing files for document imaging, records retention and destruction
- Maintains records and carries out procedures for appointments to City commissions, committees, and boards including preparation of Maddy Act required notices

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- Distributes and processes filings required by the Fair Political Practices Commission
- Coordinates City election activities, under the supervision of the City Clerk, with the County Elections Department, including preparation of calendars, distribution of notices, providing candidate information and election statements, receives candidate nomination papers and financial disclosure statements, provides confirmation of election results, and assures other requirements of the Elections Code are met
- Receives, processes, and files claims and lawsuits against the City; accepts and processes subpoenas and Public Record Act Requests
- Administers Oaths of Office
- Attests and/or notarizes a variety of documents
- Designs and maintains City Clerk's Office web pages
- Represents the City Clerk's Office to other City departments, elected officials and outside agencies; explains and justifies City Clerk's Office programs, policies and activities
- Composes and prepares correspondence
- Answers incoming phone calls and greets office visitors providing information and appropriate referral to various City department staff
- Manages special projects and programs as assigned
- Maintains technical job performance skills
- May provide backup for other office staff as needed
- May serve on the Emergency Management Team in the event of a disaster or emergency

#### **In performing the duties described above, the incumbent is expected to:**

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrates care for the organization, customers, and coworkers
- Performs work of the highest quality possible
- Practice and encourage initiative and innovation to improve the workplace

## **QUALIFICATIONS**

### Education and/or Experience:

Sufficient education, training, and experience to successfully perform the duties of the City Clerk. A typical way of obtaining the required qualifications is to:

- Equivalent to completion of the twelfth grade is required
- Completion of college-level course work related to area of assignment is desirable

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- A Bachelor's Degree in a related field is desirable
- Four (4) years of increasingly responsible experience in a Municipal Clerk's Office or other public administration position; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above

Licensing Requirements: (positions in this class typically require)

- Possession of a California Class C Driver's License by date of appointment
- Certification as a Notary Public within one year of appointment
- Municipal Clerk Certification is highly desired

Special Requirement:

- Per California State Law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits, and operable windows

Knowledge of:

- Applicable state, federal, and municipal laws and procedures
- City's policies, rules, administrative regulations and procedures
- Practices and procedures for the efficient operation of an administrative office
- Operations and organization of municipal government
- Legal requirements regarding the preparation and retention of municipal records
- California election law as it pertains to municipal elections, Brown Act, and the regulations and requirements for compliance with the Fair Political Practices Commission
- Techniques of account and statistical recordkeeping, basic math, correct English usage, spelling, grammar, and punctuation
- Modern office procedures and practices

Skill to:

- Type at a minimum rate of 50 net words per minute from clear, legible copy
- Take and prepare action minutes from meetings

Ability to:

- Carry out a number of administrative support tasks in a timely and professional manner
- Work under deadlines
- Communicate effectively and professionally orally and in writing
- Follow written and oral instructions
- Interpret laws, rules and procedures and exercise sound judgment
- Work effectively with a wide variety of individuals and groups including other staff, the public, and the press

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- Take and prepare action minutes from meetings
- Interpret and apply a variety of City rules, laws, and policies with good judgment
- Work independently and exercise good judgment in carrying out assigned tasks
- Maintain confidentiality of information as required
- Be politically astute and diplomatic
- Prepare clear, concise, and accurate agendas, minutes, correspondence, records and reports
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines
- Independently monitor various deadlines and legal requirements for compliance with Election Code and other regulations
- Compile and maintain accurate information, records, and files
- Learn and utilize new technology
- Establish and maintain cooperative working relationships

### Working Conditions:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Operate a motor vehicle to attend meetings and conferences. This is primarily a sedentary office classification. The position also requires grasping, repetitive hand movement, finger dexterity and fine coordination in preparing statistical reports and data using a computer keyboard and calculator. Additionally, the position requires near, far, and color vision in reading correspondence, statistical data, and using the computer. Hearing and speech are required to communicate in person, before groups and over the telephone. Employees must possess the ability to lift, carry, push and pull materials and objects necessary to perform job functions. The position requires standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Work is performed in an office setting with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may encounter upset individuals over the phone and/or in person. Position may require working nights and weekends.

**FLSA Status:** Exempt  
**Employee Unit:** Confidential  
**Approved By:**  
**Date Approved:**