Employment Opportunity

DEPUTY CITY CLERK/ADMINISTRATIVE ASSISTANT
(Full-time, 40 hours per week)

Deadline to Apply: 5:00 p.m. on Friday, July 24, 2015

DEFINITION
The Deputy City Clerk/Administrative Assistant position is responsible for performing a variety of complex and confidential administrative, programmatic, analytical, and technical functions in support of the operations of the City Clerk and, in cooperation with the City Clerk’s office, provides administrative and clerical support to the City Manager.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. (E=Essential Duty; M=Major Portion of Time)

- Acts as occasional back up to City Clerk in taking and transcribing minutes of City Council meetings on the first and third Wednesday evenings of each month, beginning at 6:00 p.m. and continuing until the completion of the agendized items (sometimes as late as midnight). (E)
- Acts as occasional back up to City Clerk in taking and transcribing meeting minutes of the Successor Agency to the Redevelopment Agency and Oversight Board meetings. (E)
- Assists with preparation and distribution of the City Council agenda for regular and special meetings. (E)
- Proofs department documents for grammar, spelling, and punctuation. (E,M)
- Serves as liaison between the public, city council, city manager, city departments, and other public officials. (E)
- Assists with and produces a variety of projects, staff reports, correspondence, databases, public notices. (E,M)
- Schedules meetings between city staff, councilmembers, and/or other agencies. (E,M)
- Operates a variety of computer applications. (E,M)
- Handles and maintains security of confidential information. (E,M)
- Processes mail for City Clerk, City Council, City Manager, Treasurer, and City Attorney. (E)
- Handles filing and City-wide Records Management Program maintenance and retention, including maneuvering and lifting of file boxes. (E)
- Assists in re-organization of city records, requiring meticulous attention to detail (E,M)
- Prepares and processes Public Notices in accordance with legal requirements. (E)
- Receives, processes and distributes documents addressed to the City Council and City Manager. (E)
- Maintains custody of official City records, including certifying copies; responds to requests for information in accordance with the Public Records Act. (E,M)
- Assists in maintenance of City Boards and Commissions database and appointive documents. (E)
- Attests and processes official records such as ordinances, resolutions, notice of completions, and other approved documents. (E)
- Performs election-related duties, including accepting campaign disclosure forms, statements of economic interest, and various petitions. (E)
- Assists in government mandated process of economic disclosure. (E)
- Receives and processes liability claims for damages; receives subpoenas served upon City/city employees. (E)
- Assists in maintenance of the Qualified Contractors list and files; receives and opens bids. (E)
- Answers citizen inquiries made by mail, telephone, or in person. (E,M)
Assists in maintaining and updating the Municipal Code.
Assists in facilitating mobile home park rent stabilization.
Assists in maintaining departmental information services systems including administering customized records management and Internet web pages. (E)
Performs City Clerk functions in the absence of City Clerk, as assigned. (E)
Assists City Manager and other administrative departments, as assigned. (E,M)
Performs other duties as required, in cooperation with the City Clerk/Administrative Assistant position.
Works flexible hours. (E)

QUALIFICATIONS
State statutes establish certain qualifications for the City Clerk position, however, the following are useful knowledge and skills necessary to perform the office effectively:

Knowledge of:
- English usage, grammar, spelling, punctuation, and vocabulary; modern office methods, procedures, equipment and business letter writing.
- Computer Programs: Advanced ability in Word, Excel, PowerPoint, and ability to learn new programs quickly and efficiently.
- Organization, procedures and operating details of a municipal government; procedures, legal requirements, and methods of disseminating public information.
- Brown Act regulations, election laws, Public Records Act, informal bidding requirements for public works, Fair Political Practices Act, and public official disclosure requirements.
- Record keeping principles and procedures.

Ability to:
- Read, understand, and analyze statutes, regulations, and City ordinances.
- Handle confidential material in an effective manner.
- Work cooperatively with other employees, departments, City Officials, and outside agencies.
- Interpret and apply administrative and departmental policies, laws, and rules.
- Communicate effectively, both orally and in writing.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
- Analyze administrative problems and situations.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Use tact, discretion, initiative and independent judgment.
- Maneuver and multi-task with multiple computer applications quickly and efficiently.
- Use various methods and techniques of research, statistical analysis, procedures and protocol.
- Interact and collaborate with a variety of high-level individuals, both internally and within the community.
- Take and transcribe meeting minutes accurately and rapidly.
- Operate a computer system for a major portion of the workday requiring manual dexterity.
- Type accurately from clear copy and audio recordings at a speed of not less than 45 words per minute.
- Spell correctly and use correct English grammar.
- Compose general correspondence and letters.
- Monitor various deadlines and legal requirements for compliance with regulations.
- Be comfortable in front of an audience, on Television, and on live-streaming audio/video internet.
- Sit for long periods of time, possibly up to 5 hours; use hands to finger; handle or feel objects; reach with hands and arms; speak and hear; lift, carry, push pull, and/or move objects weighing up to 20lbs.

Education and Experience:
High school diploma or GED equivalent; supplemented by two years of college or technical school course work of a business/executive nature with knowledge of administrative skills; AND three years of progressively responsible related administrative or governmental experience that includes typing, filing, developing reports, transcribing information, answering telephones, and routine administrative duties; or equivalent combination of training and education. Experience in a City Clerk or Clerk of the Board’s office preferred.
Necessary Special Requirements:

- Possession of a valid Class C California Driver’s License
- Current typing certificate of 45 wpm to be submitted at time of application.

SALARY

$3,427-$4,166/month*, plus medical, dental, vision, life insurance coverage, and paid holidays, vacation, and sick leave. The City provides a health insurance contribution up to $1,283.82 per month. Credit Union membership and a deferred compensation program are available.

*This position is subject to the Miscellaneous Unit Memorandum of Understanding effective September 18, 2013 through September 18, 2015. Miscellaneous Unit employees have agreed to a 5% reduction in salary in the form of an ongoing 4-hour pay deduction each pay period.

RETIREMENT

The City is a member of the Public Employees Retirement System (PERS). PERS Classic Members: Receive the formula 2.7% at 55, with single highest year final compensation. The employee pays the 8% share of the PERS member contribution. PERS New Members: Receive the formula 2% at 62, with a three consecutive year average final compensation. The employee pays the 6.75% PERS member contribution, which may change each fiscal year to be at least 50% of the normal cost rate as determined by PERS. The City does not contribute to Social Security.

APPLICATIONS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6200, or they may be downloaded at www.cityofukiah.com. Applications must be filled out completely and received by the Human Resources Department by 5:00 p.m. on the final filing date. Resumes are encouraged, but cannot be accepted in lieu of an official application unless specified. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

SELECTION

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills, and abilities to perform the duties and responsibilities of the job. An Eligibility List will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

FILING DATE

Submit a completed City of Ukiah application form to Human Resources, 300 Seminary Avenue, Ukiah, CA 95482. Applications may be downloaded at www.cityofukiah.com. Deadline to apply: 5:00 p.m. on Friday, July 24, 2015.

APPLICATIONS received after the deadline or incomplete applications will not be considered.

NOTE TO APPLICANTS

You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of testing.