

**City of Grass Valley  
JOB DESCRIPTION**



**Deputy City Clerk/Management Services Analyst**

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**Department: City Administration**

**FLSA Status: Exempt**

**Reports To: City Manager**

**Unit: Contract (At Will)**

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**SUMMARY OF JOB PURPOSE**

This is a full-time, salaried, executive level position in the City Manager Department. The Deputy City Clerk/Management Services Analyst serves at the pleasure of the City Manager on a contract basis (at will) and receives administrative direction from the City Manager.

The purpose of this position is to prepare and maintain official municipal records, provide information and support, and provide professional-level administrative and supervisory support for the management and operations in assigned area. The position is responsible for municipal records, including, but not limited to agendas, minutes, records management, document imaging, Conflict of Interest and Financial Disclosure Statements, and elections; customer service for the area of responsibility, analyzing related information, researching and collecting data, preparing various reports and grants, coordinating administrative processes, making recommendations for the management of associated activities, developing and recommending improved systems and procedures, and assisting in developing and overseeing programs and projects. This position shall coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and the City Council.

The Deputy City Clerk/Management Services Analyst is responsible for carrying out the mission of the City in conformance with City of Grass Valley organizational values.

**SUPERVISION RECEIVED AND EXERCISED**

The Deputy City Clerk/Management Services Analyst class position receives general supervision from the City Manager. Direction received varies by assignment. Incumbents exercise supervision over para-professional, technical, and/or administrative employees.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.
2. Coordinate with other departments in preparing agendas for City Council, and Planning Commission (others if applicable); assemble, distribute, and post meeting agendas, agenda packets, and other material.

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3. Attend meetings as assigned; take and transcribe City Council and other assigned meeting minutes; maintain subject index records for future reference of actions taken at City Council and other meetings.
4. Prepare and distribute updates and revisions of City Council policy and those of City boards, commissions, and committees.
5. Respond to inquiries from the public by letter, email, telephone, and in person regarding City Council actions and records; research information for the public or city staff when necessary.
6. Compose and schedule legal notices for publications; prepare and distribute certified copies of city documents.
7. Maintain administrative files including historical legal documents, Resolutions, Ordinances, agreements, deeds, and contracts; retrieve, destroy, and store records according to policies and procedures including but not limited to the adopted Records Retention Schedule.
8. Maintain records of all appointments to city commissions and committees.
9. Prepares and monitors budget for the City Clerk's Office.
10. Receive and process claims for/against the city, sealed bids, and appeals for City Council and Planning Commission agenda items.
11. This position is the city's elections official; issue nomination papers to candidates and explain requirements and the elections process; and maintains candidate logs pursuant to the Fair Political Practices Commission (FPPC).
12. Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Maintain Conflict of Interest and Financial Disclosure Statement of all elected officials, commissioners, designated staff, and contractors in accordance with laws and regulations.
14. Maintain and update the city's Municipal Code Book including publishing Ordinances once adopted.
15. Accept legal documents on behalf of the city.
16. Maintain custody of the seal of the City of Grass Valley.
17. Give the Oath of Office to elected officials and employees.
18. Acts as Public Information Officer and Information Center for all City departments.
19. Manages the City's website and publishes ordinances and official notices as required.
20. Maintains a positive and cooperative working relationship with the public, elected and appointed officials, news media and staff.
21. Schedules appointments, meetings, travel arrangements as needed for the City Council and the City Manager.

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22. Maintains secure record keeping system including orderly retention, indexing, copying and disposition of City records.
23. Signs, certifies, notarizes, records and performs other verification duties or action relating to City documents.
24. Prepares public service announcements and coordinates City ceremonies and celebrations.
25. Conduct and review analytical studies and surveys in difficult or complex situations which require a high level of skill, judgment and expertise; formulate procedures, policies and program alternatives; make recommendations on a broad spectrum of administrative and program-related topics.
26. Conduct difficult and complex productivity and efficiency studies, performance audits, management reviews and administrative analyses of organization systems and procedures; prepare recommendations and confer with appropriate staff.
27. Conduct special studies in all areas of department as directed; coordinate studies across program areas.
28. Analyze federal and state statutes and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.
29. Develop implementation plans relative to new program implementation requirements.
30. Develop statistical tracking systems and reports for application of staff resources, application of funding or others as identified.
31. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative functions; implement policies and procedures.
32. Develop and maintain regulations and operating procedure manuals.
33. Design and recommend systems, procedures, forms and instructions for internal use.
34. Develop grant applications and grant reports.
35. Administer, monitor and evaluate contracts; participate in negotiating contracts with outside vendors, consultants or organizations; monitor fiscal and legal liabilities of the same.
36. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary; prepare correspondence as needed.
37. Train and lead subordinate staff.
38. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications to increase work efficiencies.
39. Provide information and direction to the public at the counter, via telephone, e-mail, and written correspondence related to the City's processes including planning, building, engineering, public works, utility, and zoning matters.
40. Review applications, documents and plan submittals to assure basic submittal requirements are provided based on established criteria.

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41. Receives and responds to requests for City records and documents; converts hardcopy records into digital formats; indexes digital records into an electronic records system; maintains electronic and hardcopy files; files and retrieves record copies as necessary.
42. May serve as custodian of petty cash; assumes responsibility for maintaining records of petty cash distributions; reconciles petty cash; ensures ample supply of cash on hand.
43. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
44. Analyze program activities and develop corrective actions in conjunction with City management staff.
45. Work directly with City vendors to manage customer issues and to improve customer service.
46. Provides training for Community Services Analysts (I/II) and other staff on permit and other front counter processes.
47. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

1. Functions and organizations of California Local Government.
2. Modern principles and practices of office management and supervision.
3. Principles and practices of supervision, training and performance evaluation.
4. Principles and practices of fiscal control.
5. Ralph M. Brown Act, Political reform Act of 1974 and election law.
6. Principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis.
7. Federal and State statutes and local ordinances and rules and regulations relevant to assigned job duties.
8. Office procedures, methods and computer equipment.
9. Office principles, procedures, and methods used in the performance of customer service and other duties.
10. Operations, services and activities of the City.
11. Methods and techniques of proper phone etiquette.
12. Principles and procedures of record keeping and filing.
13. English usage, spelling, grammar and punctuation.
14. Business letter writing and basic report preparation.
15. Planning, building, and public works permit approval processes and procedures.

Skills in:

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1. Reviewing, understanding, and implementing provisions of applicable codes, ordinances and regulations enforceable by the City;
2. Applying laws, regulations, codes and departmental policies;
3. Recognizing, prioritizing and accomplishing needed tasks;
4. Researching, preparing and writing clear and concise technical reports.

Ability to:

1. On a continuous basis, know and understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; know laws, regulations and codes; remember various rules and interpret policy; observe and problem solve operational and technical policy and procedures.
2. On a continuous basis, sit at desk for long periods of time or in meetings; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift light weight.
3. Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
4. Conduct administrative studies in difficult or complex situations, requiring a high level of skill, judgement and expertise.
5. Understand and interpret complex rules and procedures.
6. Negotiate agreement between differing individuals and groups; gain cooperation through discussion and persuasion.
7. Develop and implement policies, guidelines and procedures.
8. Supervise, train and evaluate staff.
9. Analyze administrative and other management problems.
10. Analyze budgets, grants, reports and various proposals.
11. Perform complex mathematical and statistical calculations accurately.
12. Determine effective method of research; and compile data and present in form most likely to enhance understanding.
13. Prepare effective questionnaires and survey instruments.
14. Design forms and procedures.
15. Work with various cultural and ethnic groups in a tactful and effective manner.
16. Obtain information through interview; handle multiple assignments; deal firmly and courteously with the public.
17. Analyze situations quickly and objectively and to determine proper course of action.
18. Communicate clearly and concisely, both orally and in writing.
19. Plan and organize work to meet changing priorities and deadlines.

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20. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
21. Perform a variety of contracting, office accounting, fiscal, and statistical record keeping duties including preparing, maintaining, and reconciling a variety of records and files.
22. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
23. Read, understand, and review documents for accuracy and relevant information.
24. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications at a speed necessary for successful job performance.
25. Adapt to changing technologies and learn functionality of new equipment and systems.
26. Maintain composure and exercise good judgment when answering demanding questions.
27. Establish and maintain effective working relationships with those contacted in the course of work.
28. Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
29. Implement more complex principles, procedures, and methods used in the performance of customer service and office duties.
30. Negotiate and administer contracts.
31. Interpret and comply with provisions of applicable codes, ordinances and regulations enforceable by the City.
32. Independently perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
33. Read and interpret maps, sketches, drawings, specifications and technical manuals.
34. Read, decipher and understand plans for infrastructure components and pipelines.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL REQUIREMENTS**

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.

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3. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
4. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 20 pounds alone, and up to 40 pounds with assistance. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

**EDUCATION AND EXPERIENCE**

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** Three years of increasingly responsible work experience conducting detailed analysis requiring the preparation and submission of findings with recommendations.

Local government experience and possession of or the ability to obtain certification from the International Institute of Municipal Clerks (IME) as a Certified Municipal Clerk (CMC).

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, government, political or social science or a related field.

**License or Certificate:** May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Possession of, or ability to obtain, certification as a Notary Public.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

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Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted:

Revised:

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