

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**ASSISTANT CITY CLERK**

**SUMMARY**

Under appropriate general direction, the Assistant City Clerk will perform a variety of supervisory and administrative duties in managing the day to day operations of the Office of the City Clerk. The Assistant City Clerk acts as City Clerk in the absence of the City Clerk and performs related duties as required.

**EXAMPLES OF DUTIES**

Oversee filings required under the Political Reform Act, conduct bid openings, maintain official City documents and records. Assist in municipal elections which includes preparation of election materials for Council candidates; may receive candidates' nomination papers and verify signatures and provide county with required ballot information. Act as the City's Filing Officer for Campaign Disclosure Statements and Conflict of Interest Statements from Council members, Council candidates, and commissions as required by the Fair Political Practices Commission (FPPC). May administer Oath of Office, assist with coordinating the preparation of the agenda and all supporting agenda reports for all City Council meetings, attend management agenda review sessions and supervise the preparation of agenda packets and correspondence to all parties involved in Council actions; ensure postings of Council agendas. Attend all Council meetings, record the proceedings, transcribe meeting minutes and ensure proper follow-up regarding the processing of resolutions, ordinances, contracts, agreements and official City documents. Certify city documents; attest to official signatures. Accept claims against the City and supervise processing of claims in conjunction with the offices of the City Attorney and Risk Manager.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Current California laws and procedures related to elections, public meetings and political reform requirements, and record management; the principles of effective leadership and supervision; personal computer applications running in WINDOWS; appropriate English grammar and punctuation and accurate spelling.

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**Ability to:** Make decisions independently within established procedures and practices; interpret rules and regulations; effectively plan, supervise, and coordinate the work of clerical personnel; communicate effectively both orally and in writing; attend all City Council meetings, take notes and prepare minutes, Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Four years of administrative experience which includes at least one year in a supervisory position and one year of experience involving the development and management of complex records and legal documents in a California Clerk or Record's Office.

**Education:** Graduation from high school or equivalent. Completion of two years of college or business school education. Associates Degree in Public Administration, Business Administration or related field desirable.

**License:** Possession of a valid Class C California Driver's License.

R: 02/07