

RESOLUTION NO. 2022-10

**A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA ADOPTING A
JOB DESCRIPTION FOR THE DEPUTY CITY CLERK/ADMINISTRATIVE
SERVICES MANAGER**

WHEREAS, the Administrative Services Manager is retiring after 17 years; and

WHEREAS, before recruitment to fill the position can begin, the job description needs to be updated; and

WHEREAS, City consultant RGS (Regional Government Services), drafted a new job description for the position of Deputy City Clerk/Administrative Services Manager that more fully and accurately describes the requirements of the position; and

WHEREAS, the attached job description for the Deputy City Clerk/Administrative Services Manager updates the original Administrative Services Manager job description.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE
CITY OF SAN JUAN BAUTISTA HEREBY FINDS:**

1. That the Deputy City Clerk/Administrative Services Manager job description more fully and accurately describes the duties and responsibilities of the position.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting held on the 15th day of February, 2022, by the following vote:

AYES: Jordan, Edge, Flores, Freels, Freeman

NOES: None

ABSTAIN: None

ABSENT: NOne

ATTEST:



Trish Paetz, Deputy City Clerk


Leslie Q. Jordan, Mayor

CITY OF SAN JUAN BAUTISTA
POSITION DESCRIPTION

DEPUTY CITY CLERK/ADMINISTRATIVE SERVICES MANAGER

Full Time – 40 Hrs./Week

Permanent Employee

Exempt Classification – Salaried, Not Eligible for Overtime or Comp Time

GENERAL DESCRIPTION OF FUNCTION AND PURPOSE:

Under general direction of the City Manager, provides and/or participates in all City Clerk functions and activities, including conducting elections; coordinating the custody, storage, and dissemination of public records, and providing support to the Planning Commission and City Council, preparing City Council and Planning Commission Agenda packets, and their activities; organizes, manages, continuously improves, and provides administrative assistance for the City's human resources and personnel functions and the activities of the Human Resources office, including benefit administration, training and development, recruitment and selection, employee and employer relations, job analysis and classification, compensation and benefits strategy development and administration, employee performance evaluation and recognition, safety and regulatory compliance, and risk management, including the City's insurance, workers compensation, and benefits programs; provides highly responsible, complex, and administrative support and assistance to the City Manager and other City management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Reports to the City Manager, and receives general direction from the City Manager and Assistant City Manager. Exercises general supervision over Accounts Receivable and Accounts Payable staff, and other full or part-time assigned staff or projects.

DISTINGUISHING CHARACTERISTICS

The single-position classification that is responsible for providing support for all activities of the City Clerk's Office and the Human Resources Office. Incumbents perform a variety of complex office administrative, project coordination, and management support work for the City Manager and City Council. Represents the City in a multi-jurisdictional "joint-powers insurance authority" ("JPIA") for risk and risk insurance direction and guidance. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities, and the ability to conduct independent projects. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Includes, but not limited to):

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the City Clerk's office and the Human Resources office.
- Provides varied, confidential, and responsible office support to the City Manager and various city management and administrative personnel, as needed; oversees and ensures that the office administrative functions of the City Manager's office and the City Council and Planning Commission are effectively carried out.
- Provides for the training and tracks work evaluation of City Hall office staff; provides policy and procedural guidance and interpretation to staff.
- Serves as the liaison to the City's JPIA and workers compensation third-party administrator.
- Manages bi-weekly payroll processing.
- Serves as the official record keeper of the City, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, codes, deeds, easements, bonds, and related documents.
- Responds to inquiries regarding public records, the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.
- Provides assistance to the public by helping to identify records and information relevant to requests; ensures timely and appropriate response to all requests and communicates in writing with any requestor.
- Prepares City Council and Planning Commission agendas; identifies agenda items and ensures that all items are prepared and distributed to the appropriate parties in a timely manner; prepares and coordinates the distribution of administrative and public reports, bulletins, questionnaires, notices for public hearings, and other documents; prepares deeds for recordation; posts and distributes agendas.
- Attends San Juan Bautista City Council meetings and Planning Commission meetings; transcribes and prepares minutes; prepares minute orders, resolutions, and ordinances in draft or final form; processes and required meeting follow-up, including contact with citizens and preparation/completion of ordinances, resolutions, agreements, notices of completion and claim rejection notices.
- Assists Election Officer (City Clerk) in planning and conducting periodic municipal elections, administration of state campaigns, and disclosure laws; prepares necessary correspondence and resolutions for Council approval related to the election process.
- Is the Filing Officer for Fair Political Practice Commission compliance; coordinates the tracking of completed forms, proper filing, adherence to timelines, and provides notifications for campaigns, regulatory forms, and filings as needed.
- Monitors and maintains information with regard to various Boards, Commissions, and Committees, including tracking terms, expirations, appointments, reappointments, applications, recruitment and interview processes.
- Maintains the City's Municipal Code by tracking ordinances and providing for their publication and distribution; administers in-house updates of the Municipal Code.

- Administers the City's records management program, including storage of records off site, records management procedure review, and processing of document destruction requests.
- Certifies and notarizes documents (or facilitates the process in the absence of a notary public commission), for City business; provides attestations with regard to the signature of the Mayor, Council members, and/or City Manager.
- Monitors bid process for projects and materials; assigns bid dates; officiates bid openings; retains or releases bid bonds; provides copies of bids to appropriate departments.
- Assists staff and the public with questions regarding official documents or actions of the City; explains policies and procedures related to agenda preparation or submittals, document storage, and other matters.
- Assists with meeting goals, objectives, policies, procedures, and work standards for the Human Resources/Personnel Department;
- Participates on the City's management team; assists in decision making and policy advice to the City Manager and Department Heads by providing an adequate foundation of information regarding significant events and issues in the City Manager's absence.
- Plans and performs the clerical and administrative support work of the City Manager's office; performs complex and technical duties and ensures the completion of administrative operations for assigned staff and City officials.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, attending meetings, preparing timesheets, tracking time-off requests for payroll.
- Receives and screens visitors and telephone calls; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.

Knowledge of:

- Use of proper English language, grammar, punctuation, vocabulary, and spelling
- Video Meeting Etiquette
- Proper office methods, procedures, and practices including effective recordkeeping and central filing systems
- General municipal organization and administration
- Human resources practices and procedures

Ability to:

- learn, interpret, and apply the legal requirements, procedures, and policies of the office of the City Clerk

- perform complex secretarial/clerical work with speed and accuracy
- apply good judgment in recognizing scope of authority
- understand and follow complex oral and written instructions in an independent manner
- operate standard office equipment/machines such as photocopier, scanner, and personal computer.
- maintain effective centralized recordkeeping and filing systems
- effectively and tactfully communicate in both oral and written forms.
- maintain confidentiality in the collection, processing, and dissemination of sensitive and confidential information.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM REQUIREMENTS:

Any combination of Education, Training, and/or Experience that may include:

Education:

Equivalent to an Associates of Arts Degree in Business, Public Administration, or related field.

Training:

Must know how to efficiently use Microsoft Office software products.

Experience:

A minimum of two (2) years of experience working for a City or other municipality in a similar capacity; or five-years as an executive assistant, human resources officer position, or higher.

License/Certification: Possession of or ability to obtain a valid CA driver's license and maintain insurability with the City's JIPA.

February 15, 2022