RESOLUTION NO. 08-52

A RESOLUTION OF THE RIDGECREST CITY COUNCIL APPROVING AND AMENDING THE CITY OF RIDGECREST CLASSIFICATION PLAN AND ADOPTING THE JOB SPECIFICATION OF DEPUTY CITY CLERK INTO THE CITY OF RIDGECREST CLASSIFICATION PLAN

WHEREAS, the City of Ridgecrest has formally adopted a Classification Plan with job specifications which are compliant with the Americans with Disabilities Act (ADA), by Resolution No. 01-94 on September 19, 2001; and

WHEREAS, new or revised job specifications must be submitted for adoption by City Council into the Classification Plan; and

WHEREAS, adopting new or revised job specification into the Classification Plan does not create a new budgeted position.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Ridgecrest does hereby approve an amendment to the City of Ridgecrest Classification Plan, a copy of said amendment being attached hereto, as "Exhibit A" and by this reference made a part hereof.

APPROVED AND ADOPTED this 16th day of July, 2008 by the following vote:

AYES: Mayor Holloway, Council Members Morgan, Wiknich, and rc

NOES: None

ABSENT: Council Member Clark

ABSTAIN: None

Marshall "Chip" Holloway, Mayor

ATTEST

Rita Gable
City Clerk

7/22/08
FILE
w/ CC Reso
Book

Subject _____

Date Sent to file _____

Post-it™ file request pad 7667

City of Ridgecrest Date Adopted: 07/16/08

DEPUTY CITY CLERK

:FINITION

..der general direction, performs administrative duties assisting in the management of the City Clerk Department and performs related duties as assigned.

CLASS CHARACTERISTICS

The Deputy City Clerk is a single position that receives direction from the City clerk. This class is distinguished as being the second highest class in the City Clerk Department, and is an at-will management position exempt from the City Personnel Rules upon completion of Certified Municipal Clerk certification. The Deputy City Clerk is responsible for assisting the City Clerk in the administration of all activities and acting as City Clerk in the City Clerk's absence.

ESSENTIAL FUNCTIONS

Duties are illustrative and not inclusive and may vary with individual assignment. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.

Performs follow-up activities resulting from Council meetings, including transcribing and distributing minutes, ensuring that resolutions and ordinances are in proper format and signed, tracking committee and commission actions and preparing letters of acceptance or rejection.

Answers the telephone and waits on department visitors requesting information or transacting business with the City Clerk department; processes bid packet requests; Special Event requests; Public Records requests; and responds to inquiries relating to City Clerk functions and elections.

Composes correspondence and performs routine administrative tasks associated with sub-components of department programs; establishes and carries out record keeping procedures; develops or obtains forms and documents; interfaces with other City staff and outside agencies in obtaining information and coordinating activities.

Performs a variety of clerical tasks including typing, proofreading, filing, editing, office machine operation, including word processing or operation of other automated systems; sorts, files, prepares and/or processes a variety of documents and records, including time sheets, personnel and purchasing forms, and claim vouchers according to established procedures; makes travel and meeting arrangements.

Provides direct secretarial support to one or more professional or management positions; receives visitors; schedules appointments; prepares, edits, assembles, and distributes correspondence, documents, reports, and other materials; may take shorthand or transcribe recorded dictation.

Work with staff, the general public and elected officials providing a high level of administrative support.

Assists with the coordination, development, and maintenance of computerized applications and systems, maintain the centralized records management system, archives, and records retention.

Research public records and provide information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.

Compilation of agenda items for City Council meetings; prepare and distribute agenda packets; summarize and publish agenda information.

Index, process, copy, distribute, file and certify copies of ordinances, resolutions, official minutes and other public records; maintain and update Municipal Code books.

Prepare and publish legal and public notices in coordination with City Departments.

Processes claims against the City, subpoenas, and Public Records Act requests.

Processes Statements of Economic Interest for designated employees, elected officials, and commissioners pursuant to the Political Reform Act

Assist the City Clerk with the conduct of bid openings.

Administers Oaths of Office.

In the absence of the City Clerk, perform the City Clerk duties, such as attend meetings, write agenda reports, take and prepare minutes.

Assist the City Clerk in the administration and conduct of municipal elections.

Assist in the development and preparation of the annual budget and monitor expenditures throughout the year.

Provides Notary Public services for City legal requirements, residents, staff and the general public.

Verses updates of the City Council/City Clerk web page.

Performs other duties of a similar nature or level.

QUALIFICATIONS GUIDELINES

Education and Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, and five (5) years of progressively responsible secretarial and clerical experience, including and supplemented by training/education in the City Clerk or related occupational field with varied clerical, public contact and technical office management work.

Knowledge, Skills, and Abilities

Modern office management practices and procedures; Laws, codes and statutes related to City records; Organization and functions of municipal government; Records maintenance practices and procedures; Computer applications related to the work; Applicable federal and state laws, codes, ordinances and

regulations; Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Preparing agendas and meeting packets; taking and transcribing accurate minutes; interpreting codes and laws related to City records; Maintaining City records, including filing, storage, retrieval and disposal; Developing effective interpersonal relationships with a variety of people; Using computers and related software applications; and Communicating effectively with co-workers, officials and the general public to exchange or convey information and to receive work direction.

Ability to apply, and explain related policies and procedures; communicate effectively both orally and in writing; use and edit for correct English grammar, punctuation, and spelling; establish and maintain cooperative working relationships.

Special Requirements

Ability to obtain certification as a Certified Municipal Clerk (CMC) after three years.

Possession of or ability to obtain a California Class 'C' Drivers License

Ability to obtain State of California Notary Public Commission

PHYSICAL PROFILE: I, 4, 7, 12

PCTYCLERK.SPC