

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 180

DEPUTY CITY CLERK

GENERAL

Under general supervision, serves as principal assistant to the City Clerk; as necessary, provides general administrative support, often of a confidential nature, to the City Manager and City Attorney. Responsible administrative and clerical work in recording and retaining official records of the City, recording actions, disseminating information and directives of the City Commission. The employee works with considerable independent judgment, subject to general direction and review by the City Clerk; supervises the Records Technician performing micrographic work requiring the use of specialized equipment. Evening hours required for Commission meeting and other related duties; and performs related work as required.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assisting in the conduct of municipal elections; preparations, recording, filing, and retrieval of documents and records; recording and transcribing of meeting proceedings; serving as acting City Clerk in the latter's absence.
- Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- Perform follow-up activities resulting from Commission meetings, including transcribing and distributing of minutes, ensuring that resolutions and ordinances are in proper format and notarized, tracking commission actions and preparing letters of acceptance or rejection.
- Work with staff, the general public and elected officials providing a high level of administrative support.
- Recommend and coordinate the 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 Commission actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- Collate agenda items for City Officials' signature, and publication of agenda information.
- Maintain and update Municipal Code books, which includes, index, process, distribute copies, file and certify copies of ordinances, resolutions, official minutes and other public records.
- Prepare and publish legal and public notices in coordination with City Departments.
- 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.
- Update City Clerk web page.
- Provide Notary Public services for City legal requirements, residents, staff and the general public.
- Perform other duties of a similar nature or level.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the legal documents utilized in municipal government and the procedures necessary to process them.
- Knowledge of the City Code of Ordinances.

- Knowledge of applicable City, County, State and Federal laws, rules and regulations pertaining to municipal record keeping, campaign disclosure requirements, public records management and election code.
- Skill in the operation of word processing equipment.
- Skill in preparing clear and concise reports.
- Ability to plan, organize and direct the work of subordinates.
- Ability to provide administrative and professional leadership
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.
- Ability to make decisions in accordance with procedures, laws and regulations and to apply these to work problems.
- Ability to exercise care in the release of information from public records.
- Ability to search for and compile data from files and other sources applicable to the topic of concern.
- Ability to communicate effectively with the public both orally and in writing.

MINIMUM QUALIFICATIONS

High school diploma and five years (5) years of increasingly responsible administrative experience with varied clerical, public contact and technical office management work. Certified Municipal Clerk (CMC) recommended, not required upon hiring but must obtain within three years of hire.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sedentary position. Occasional light lifting of 5-10 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

None.

Rev. 3/2015

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 25/50

Location: City Clerk

GERS: Regular Class