



Job Title	Deputy City Clerk	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	17015

Class Specification – Deputy City Clerk

Summary Statement:

The purpose of this position is to assist the City Clerk in managing, supervising, and coordinating the daily activities and operations of the City Clerk’s Office which includes records administration; elections licensing, administration, and enforcement; provides highly responsible and complex administrative support to the City Clerk; serves as the Deputy Licensing Officer; and serves as City Clerk in their absence.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time %
(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

20%

Participates in the development and implementation of goals, objectives, policies, and priorities of the department; conducts operational studies to ensure departmental efficiency; attends meetings with the community, internal departments, and outside agencies and licensees to review and develop practices and policies within the organization; interprets and justifies various federal, state, and city codes and regulations; policies and practices; prepares and present staff reports and other correspondence as appropriate and necessary; serves as City Clerk's Office liaison to City departments and agencies; coordinates department activities with related activities of other City departments to ensure efficiency, accuracy and conformance to city codes, policies and procedures; responds to and resolving difficult, sensitive, and controversial issues; citizen inquiries and complaints; participates in the development and administration of the department's annual budget, forecasts and identifies funds necessary for staffing, operational and capital needs; forecasts and analyzes projected annual revenues; and monitors expenditures and implements adjustments as necessary.

30%

Manages designated department staff and associated functions by selecting, training, establishing performance objectives, and evaluating assigned personnel; directing, coordinating, and reviewing work plans for assigned services and activities; identifies and resolves any problems and collaborates with staff to seek alternatives for improving work processes; oversees all business licensing aspects to include receipts, reviews, and issuances of licenses; reviews qualifications of applicants; initiates denial or conditional approvals of licenses; issues cease and desist orders for non-compliance of city codes;



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	<p>reviews processes, ordinances, and fees with staff, departments, and outside agencies; reviews and participates in the drafting of new legislation or rules of procedures for various licenses; oversees all departmental revenue collections derived from associated licensee fees ensuring appropriate amounts are collected, and accounts and deposits to City funds are verified; oversees enforcement activities in reference to licensing and ensures compliance with City and State codes, rules, and regulations; and attends court and administrative hearings, as necessary to testify on behalf of the department relating to licenses, laws, and procedures.</p>
10%	<p>Provides administrative support to City Council in the absence of the City Clerk; attends meetings; takes and transcribes minutes and ensures agenda of City Council is accurate and complete; ensures legal publications of City Council and Boards are accurate and timely; provides administrative support to the Liquor and Beer Licensing Board and the Initiative Review Committee (IRC); attends meetings; and takes and transcribes minutes, and ensures agenda is accurate and complete.</p>
20%	<p>Assists with administering, coordinating, and conducting Municipal elections to include campaign finance filings, candidate, and initiative petitions issuances and verifications; trains and oversees election judges, and ensures compliance with all federal, state, and local laws and charters; updates and publishes City Charter upon voter passage of any initiative; prepares, interprets, and enforces campaign finance forms and documents of assistance; prepares election manual for department staff ensuring appropriate training and calendar of deadlines; prepares all election forms necessary for records and audits; prepares and issues proposed initiatives, recalls or referendum petitions to petition committees and verify signatures of same upon submittal; and oversees the conduct of Fire and Police Pension Board election ballots receipts, tabulations, and certifications of results.</p>
20%	<p>Oversees records management program within the department by coordinating and implementing records management policies, including policies to standardize filing, protecting, retrieving and archiving official municipal documents. Reviews State and Local record retention schedules and requirements to determine timetables for transferring active records to inactive; prepares records for archival storage, and approves and oversees destruction of applicable records in accordance with the retention schedule; and oversees the processing, filing, and maintenance of all official documents.</p>



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Five years of full-time responsible supervisory and administrative experience including the development and maintenance of detailed and complex records and legal documents.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.



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Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certified Municipal Clerk (CMC)	Within 3 years of start date
Colorado Notary Public Certification	Within 2 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

Provides final approval of budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires approval of Senior Management.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never



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Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014