



City of Tempe

DEPUTY CITY CLERK

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	334	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Clerk	<i>Salary / Hourly Minimum:</i>	\$81,247
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$109,684
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Clerk
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Deputy City Clerk reports directly to the City Clerk or from other supervisory or management staff.
Exercises direct supervision over clerical and/or administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of professional administrative or program management experience in a federal, state county or municipal clerk office setting including two years of supervisory experience. Federal, State and local laws, City Codes, and regulations related to municipal elections, and records management and retention, experience is desirable.
<i>Education:</i>	A Bachelor's degree from an accredited college or university in business, public administration or a degree related to the core functions of this position. <i>An Associate's Degree (or 60+ college credits) and a Municipal Clerks Certification may be substituted for the bachelor's degree requirement.</i>
<i>License / Certification:</i>	Obtain a Certified Municipal Clerk certification within four years from the date of hire and an Arizona Notary Public license within six months of hire date.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's, mission and values. The Deputy City Clerk assists the City Clerk in planning and implementing the activities and operations of the City Clerk's Office to provide objective, accurate and responsive administration of City Council proceedings, official City records, City elections, and the City's Board and Commission program. This position will perform a variety of responsible administrative and/or paraprofessional tasks related to the support of the City Clerk's Office.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Acts in the absence of the City Clerk; represents the City Clerk at various City Council meetings, staff meetings, and City functions, as necessary.
- Participates in the development of, and oversees, the office's strategic plan, monitors work distribution, implements policies and procedures, and, reviews and evaluates work products, methods, and procedures.
- Coordinates office activities with other departments, outside agencies and organizations; prepares City Council meeting-related correspondence.
- Interacts with elected officials, City Council candidates, members of the public, City staff, and various external agencies on a variety of issues, including complex, sensitive, or confidential matters.
- Assists the City Clerk in the development and administration of the City Clerk and City Elections budget.
- Assists in the selection, training, coaching, and mentoring of staff; provides or coordinates staff training.
- Ensures timely and accurate scheduling and positioning of City departments' agenda items on various types of City Council meeting agendas. Prepares and provides public notification of City Council meeting agendas, meeting minutes, and other required documents, in accordance with the Open Meeting Law and applicable local, state, and/or federal laws.
- Attends City Council meetings, as needed, to assist with the management of meetings, including public inquiries, requests to speak, and preparation of meeting minutes.
- Provides technical assistance and training regarding procedures, specialized programs, resources, and information related to the City's electronic agenda management system.
- Prepares or supervises the preparation of meeting minutes and other documents; coordinates the publication, filing, and storage of all City Council proceedings.
- Oversees the posting and advertising of official City meetings, public hearings, and other required documents, the maintenance of affidavit of publications, lawsuits, claims, and other documents filed with the City Clerk.

- Working with the Mayor’s Office, assists with the administration of the City’s board and commission program by tracking appointments, reappointments, vacancies, and resignations; and, provides notifications, training, and resources to board and commission members and City staff.
- Assists the City Clerk in preparing for and conducting municipal elections in accordance with City Code, State statutes and Federal regulations. Assists with the preparation, receipt, and processing of candidate, initiative, referendum, and recall petitions and documents.
- Provides professional management level assistance to department heads by performing research on assigned issues, analyzing findings, and developing and presenting reports and recommendations.
- Provides information and research assistance to elected officials, the public, and City staff.
- Assists the City Clerk with special projects.
- Initiates employee performance planning; establishes performance goals, outlines professional development plans, and job competencies, to document employee performance.
- Establishes and maintains effective professional working relationships with internal and external customers.
- Performs related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 40 lbs.);
- Work in a stationary position for considerable periods of time (a majority of work is performed in a typical City office environment, and is primarily sedentary);
- Operate computers, calculators, and other office machines;
- Travel to/from meetings at various locations;
- Attend evening or weekend meetings as needed.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe’s competencies for all classifications:

JOB DESCRIPTION HISTORY

Revised Nov 2010 (Removed optional driver's license statement)

Revised March 2017 (updated purpose statement, job duties, & min quals)

Revised May 2019 (update education)