



City of Tempe

ASSISTANT CITY CLERK

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	482	<i>FLSA Status:</i>	Exempt
<i>Department / Division:</i>	City Clerk	<i>Salary / Hourly Minimum:</i>	\$75,512
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$101.941
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Deputy City Clerk
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professional

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives direction from the City Clerk and/or management staff.
May exercise direct supervision or functional / technical direction over support staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of responsible, professional-level administrative or program management experience in City Clerk, Town Clerk, County Clerk, and/or State Records Management setting.
<i>Education:</i>	Equivalent to a Bachelor’s degree from an accredited college or university in business or public administration or a degree related to the core functions of this position. <i>Municipal Clerks Certification may be substituted for the bachelor’s degree requirement.</i>
<i>License / Certification:</i>	None

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 stated mission and values. To perform a variety of responsible professional level duties involved in the study, planning, development and implementation of records management systems, programs, policies, procedures and practices of the City; to provide complex professional level staff assistance to departments/division managers and city staff; and to assist with other City Clerk’s office duties as assigned.

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.
- Exhibits a high degree of knowledge and experience regarding records management principles, methods and techniques for records management program development and implementation.
- Develops, organizes, implements, oversees, and maintains the records management operations of the City Clerk's Office; ensures compliance with Federal, State and local public records laws; ensures efficient and expedient retrieval of official records in the custody of the City Clerk's Office and that archiving or destruction of paper and electronic records are done so in a methodical, efficient and cost-effective manner.
- Develops innovative approaches for paper and electronic records management to include retention, storage, search and retrieval and destruction.
- Manages special and continuing projects involving the development of records management and coordination of activities among department records coordinators.
- Researches, analyzes, writes and implements new policies, procedures and practices pertaining to Federal, State and local public records laws; develops and conducts training sessions for the Citywide records management program including procedures, programs or processes related to paper and electronic records; ability to explain technical information in a clear and simple language to a variety of groups and individuals.
- Modifies procedure manuals and office guidelines to improve operations, and streamline work processes for timely, quality customer service.
- Assists with the codification of the Tempe City Code to include updates, changes, corrections and distribution.
- Responds to public records requests and staff requests pursuant to the City of Tempe Public Records Handbook. Develops a process for tracking public records requests Citywide.
- Establishes, coordinates and monitors the City Clerk's Office filing system procedures, documentation and training to include the functional filing system, legislative history, microfilm files, and archival records.
- Works collaboratively with Information Technology staff to ensure electronic records are maintained in accordance with state public records statutes; keeps current on technological advances in information / document retrieval and data management systems; assists with developing standards and procedures relating to the selection, implementation, operation and maintenance of an imaging / electronic records management program.
- Develops and maintains the archival records program and oversees the preservation and maintenance of historic records. Analyzes documents to be microfilmed, maintains and manages microfilm index database being accountable for accuracy and completeness, and oversees the microfilming contract.

- Reviews and responds to inquiries regarding interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to records management; works collaboratively with the City Attorney’s Office on legal issues.
- Reads and interprets legal and technical data, information and documents and exercise good judgment in organizing records, researching and compiling written reports, statistical computations and general correspondence, respecting the public and sensitive information.
- Exercises a high-degree of independent judgment and the ability to interact and communicate with department heads, city staff, department records coordinators and the public; establishes and maintains cooperative working relationships; displays tact and diplomacy in contact with City staff, coworkers, other government agencies and the general public; represents the City Clerk’s Office at meetings, boards, commissions, and City elections in the absence of the City Clerk and Deputy City Clerk.
- Provides complex professional-level staff assistance to the City Clerk and Deputy City Clerk
- Modifies procedure manuals and office guidelines to improve operations, and streamline work processes for timely, quality customer service.
- Assists with other City Clerk’s Office duties as assigned such as agenda and meeting minutes preparation and oversight; provides administrative support to boards and commissions and for City elections.
- Perform other duties related to the core functions of this position.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

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:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective October 2011

Revised September 2013