

RESOLUTION NO. 2008-189

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING JOB DESCRIPTION, SALARY RANGE, AND  
RECLASSIFICATION FOR THE POSITIONS OF ASSISTANT  
CITY CLERK AND SENIOR PROGRAMMER/ANALYST AND  
RECLASSIFICATION OF POLICE SPECIAL SERVICES  
MANAGER TO MANAGEMENT ANALYST

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job description, salary range, and reclassification for the positions of Assistant City Clerk and Senior Programmer/Analyst and reclassification of Police Special Services Manager to Management Analyst; and

BE IT FURTHER RESOLVED that the City Council does hereby approve the class specification for the positions of Assistant City Clerk and Senior Programmer/Analyst as shown on Exhibits A and B attached hereto; and

BE IT FURTHER RESOLVED that the City Council hereby approves the salary range for Assistant City Clerk:

	Step A	Step B	Step C	Step D	Step E
Assistant City Clerk	4193.70	4403.86	4623.56	4854.73	5097.47

BE IT FURTHER RESOLVED that the City Council hereby approves the reclassification of the Police Special Services Manager to Management Analyst.

Dated: September 17, 2008

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I hereby certify that Resolution No. 2008-189 was passed and adopted by the Lodi City Council in a regular meeting held September 17, 2008, by the following vote:

- AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Johnson, Katzakian, and Mayor Mounce
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None

  
RANDI JOHL  
City Clerk

CITY OF LODI

AUGUST 2008

**ASSISTANT CITY CLERK**

**DEFINITION**

Under general supervision, develops, coordinates and administers the City's agenda and related legislative operations; assists the City Clerk in managing the operations and staff of the City Clerk's Office; serves as acting City Clerk in the City Clerk's absence; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Assistant City Clerk reports directly to the City Clerk, who directs and oversees department goals, programs, and budgeting, as well as City Council and departmental relations, legislative initiatives, and compliance with City codes, elections and compliance matters. The Assistant City Clerk is distinguished from other staff positions in the City Clerks Office given its broader legal and administrative responsibilities, and more specialized knowledge of the Ralph M. Brown Act, Public Records Act, Freedom of Information Act, and Fair Political Practices Commission standards.

**SUPERVISORIAL DUTIES**

This position is classified as a lower level position.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

Manages the preparation of City Council agenda packet ensuring the packet is complete and accurate, and contains all the required signatures and attachments; coordinates, participates and processes City resolutions, ordinances, and related documentation.

Coordinates and provides follow-up activities to legislative meetings concerning the processing of a variety of documents relating to electronic indexing, recording, and distribution; prepares and publishes legal advertisings and official legal notices pursuant to law.

Assists the City Clerk in organizing and administering the filing of the annual Statement of Economic Interest (700 Form) for the City Council, Government Code Section 87200 filers and designated employees, and maintains the logs for the same; assists the City Clerk in organizing and administering campaign statement filings for the City Council and open committees, and maintains the logs for the same.

Supervises and evaluates the work of assigned departmental staff.

Coordinates the development and maintenance of the City Clerk and City Council departmental web pages and commits documents to the City's website for public viewing; composes letters, memoranda, and reports for City Clerk review and City Council action.

Oversees and coordinates the appointments of individuals to the City's various boards, committees and commissions; oversees and coordinates activities for special City events such as the annual City Council reorganization and Boards and Commission reception.

Assists in the creation and maintenance of publications including the City's directory, informational packet, and Public Official's Handbook.

Acts on behalf of the City Clerk in his/her absence.

Performs other duties related to the operation of the department and the City, including additional duties that enable the department and City to meet the diverse needs of its community.

**QUALIFICATIONS:**

**Knowledge of:**

Provisions of the State Government Code and the Municipal Code applicable to the governmental structure of the City and specifically related to the functions and operations of the City Council and the City Clerk's Department, including provisions of the Brown Act, Political Reform Act, Public Records Act and Election Code.

Public records management principles, for a variety of documentation including contracts, minutes, resolutions, ordinance and deeds.

Supervisory principles and practices, methods and practices of effective office management and project management.

Techniques for dealing efficiently and effectively with the public, vendors, contractors and City staff and providing a high level of customer service to the same.

Proper English usage, spelling, grammar, punctuation, and proofreading.

Modern office technology, such as filing systems, personal computers, and data processing, data base, and spreadsheet software programs.

**Ability to:**

Develops, coordinates and administers the City's agenda and related legislative operations; prepare official resolutions, and ordinances and clear and concise reports.

Learn, interpret, and apply City and department and division rules, regulations, policies, practices, ordinances, resolutions and laws; research a variety of administrative and operational problems and make effective operational and procedural decisions.

Perform statutory duties of the City Clerk in his/her absence.

Participate in the retention and destruction of official records in accordance with applicable laws and regulations.

Organize own work, coordinating projects, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction.

Establish and maintain effective working relationships with employees and those contacted in the course of the work.

Learn and operate specialized systems and software, such as the document imaging software and electronic agenda management program.

**EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university.

**Experience:**

Minimum of three years of increasingly responsible experience in municipal code enforcement or related field such as neighborhood preservation, including the development and maintenance of City records and the interpretation of related laws, codes, and regulations; or an equivalent combination of training and experience.

Some lead or supervisory experience is desirable, preferably as a Deputy City Clerk and/or the equivalent.

**LICENSES AND CERTIFICATIONS**

Possession of a valid Driver License issued by the State of California Department of Motor Vehicles.

Certification as a Municipal Clerk by the City Clerk Association of California (CCAC) or International Institute of Municipal Clerks (IIMC) is desirable.

\*FLSA Status: EXEMPT

October 2008

**SENIOR I I**

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

**DEFINITION**

Programs, designs, and modifies systems in support of Citywide Systems; troubleshoots, analyzes and resolves systems and application hardware and software problems.

**SUPERVISION GRANTED AND RECEIVED**

Receives supervision from assigned staff. May supervise assigned staff, in training and instruction on IT-related programs and processes.

**ESSENTIAL DUTIES**

Duties include, but are not limited to the following:

Programs, designs, and modifies systems in support of Citywide Systems; troubleshoots, analyzes and resolves systems and application hardware and software problems

Performs analysis, design, programming, testing, integration, system modifications, support, installation and maintenance of assigned systems.

Writes and documents computer programs based on system requirements, and in accordance with established standards and practices; performs technical writing duties in the development and production of system documentation, instructional and procedural manuals;

Develops and monitors data flow and other systems documentation used to create program specifications; and associated structures;

Project coordination; document preparation, work-flow, cost estimates;

Provides support to Operations Desk when assigned

Performs other duties related to the operation of the department and the city, including additional duties that enable the department and City to meet the diverse needs of its community.

**QUALIFICATIONS:**

**Knowledge of:**

Methods and techniques of system programming, system specifications; and test data; methods used in the installation, troubleshooting and maintenance of systems and applications; system design and development tools;

Principles and practices of computer science and information systems; operational characteristics of a variety of computer and network systems, applications, hardware,

software and peripheral equipment; development of technical manuals and instructional materials; operations, and network systems;

Project management;

Federal, State and local codes, laws and regulations.

How to communicate clearly and concisely, both orally and in writing.

**Ability to:**

Programs, designs, and modifies systems in support of Citywide Systems; troubleshoots, analyzes and resolves systems and application hardware and software problems

Perform analysis, design, programming, testing, integration, system modifications, support, installation and maintenance of assigned systems; prepare work plans and time estimates for projects and proposed systems;

Provide training and materials;

Clearly and accurately document computer processes, procedures and practices; troubleshoot a variety of programs and applications; Make sound, independent decisions;

Establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

**Education:** Bachelor's degree in Computer Science, Business Administration, or a related field.

**Experience:** Three years of increasingly responsible programming experience with assignments in systems design and analysis.



**Environmental Conditions:** Assignments may include office and field environment; positions may require working evenings including weekend and holiday assignments, and traveling to and from site to site.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment requires lifting up to 50 lbs.

FLSA Status: EXEMPT