

RESOLUTION NO. 2014-143

A RESOLUTION OF THE LODI CITY
COUNCIL APPROVING THE JOB
DESCRIPTION AND SALARY RANGE FOR
THE POSITION OF DEPUTY CITY CLERK

=====

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job description for the position of Deputy City Clerk as attached hereto marked Exhibit A; and

BE IT FURTHER RESOLVED that the salary range for Deputy City Clerk is hereby approved and shall be as follows:

DEPUTY CITY CLERK

Step A	Step B	Step C	Step D	Step E
\$3,671.38	\$3,854.95	\$4,047.70	\$4,250.08	\$4,462.58

Dated: August 6, 2014

=====

I hereby certify that Resolution No. 2014-143 was passed and adopted by the Lodi City Council in a regular meeting held August 6, 2014 by the following vote:

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


JENNIFER M. ROBISON
City Clerk

EXHIBIT A

CITY OF LODI

August 16, 2000
Updated August 6, 2014

DEPUTY CITY CLERK

DEFINITION

Under general direction provides complex and specialized secretarial and administrative support to the City Clerk's office, the City Council, and other city offices; performs or assists in a variety of mandated City Clerk functions; provides lead direction and training to a small group of Administrative Clerks or related staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification in the City Clerk's office, requiring Deputization as a Deputy City Clerk, and requiring specialized knowledge and skills related to the department. This class functions as the direct assistant to the City Clerk, and handles the more complex and specialized clerical assignments of the department.

EXAMPLES OF DUTIES:

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

- Prepares and distributes City Council meeting and other (e.g. special session) agendas, prepares Council communications, prepares and distributes Council packets ensuring appropriate signatures and attachments; posts meeting announcements;
- Records Council votes; files, distributes, and publishes resulting resolutions and ordinances in the absence of the City Clerk;
- Prepares resolutions in the absence of the Legal Secretary;
- Prepares City Council meeting minutes, and takes, transcribes, and attests to minutes in the absence of the City Clerk;
- Prepares Council chambers for meetings; prepares recording equipment and documents information for City Council, staff, and the public;
- Provides secretarial support for the Mayor and Council members;
- Provides information to the public, City staff, and others that requires the use of significant judgment and the interpretation of policies, rules, or procedures, and researches requests for information under Public Act;
- Prepares complex and confidential correspondence, reports, proclamations, and materials from drafts, notes, dictated tapes, or brief instructions;
- Establishes, organizes, and maintains complex departmental filing systems and records, including original historical documentation and electronic management system;
- Performs various technical processing of forms, application, or procedures requiring in-depth subprofessional knowledge of the department's functions;
- Provides lead direction, training, and work review to a small group of administrative clerks or closely related classifications;
- Records and certifies official bids;

- Makes arithmetical or routine statistical computations related to department operations, payroll, and budgets; collects fees, and issues receipts;
- May serve as Acting City Clerk in City Clerk's absence;
- Notifies officials of conflict of interest filing responsibilities and deadlines and maintains conflict of interest filings;
- Serves as travel coordinator for City Clerk and City Council;
- Assists in elections processes, including nomination filings, campaign filings, recording elections results, and related election duties; notifies elected officials of filing deadlines, and receives, examines, and maintains campaign filings;
- May act as a receptionist, receiving, screening and directing callers, and making appointments;
- Operates a variety of standard office equipment and software applications;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Policies, procedures, laws and regulations related to City Council agenda, meetings, minutes, resolutions, and ordinances; City Clerk election, campaign, and conflict of interest responsibilities;
- Office management practices and procedures, including filing systems, operation of standard office equipment, and basic knowledge of letter writing formats and composition;
- Basic business arithmetic, including percentages, decimals, and fiscal recordkeeping;
- Correct English usage, including spelling, grammar, and punctuation;
- Use and operation of personal computers, software and peripheral equipment;
- Lead supervisory principles and practices;
- Basic organization and function of public agencies, including the role of elected City Councils, appointed boards and commissions.

Ability to:

- Read, interpret, and apply rules, policies, and procedures;
- Organize, research, and maintain office files and records;
- Take and transcribe accurate official minutes;
- Make arithmetic calculations with speed and accuracy;
- Compose correspondence and related items from brief instructions;
- Use initiative and sound independent judgment within established guidelines;
- Operate standard office equipment including word processing and centralized telephone equipment;
- Type accurately at a speed necessary for adequate job performance;
- Maintain confidentiality of department materials and issues;
- Establish and maintain effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE:

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

Education:

Equivalent to the completion of high school including completion of specialized clerical coursework; an Associate of Arts degree in a related field is desirable.

Experience:

Two years of responsible journey level clerical experience at a level equivalent to the City's Administrative Clerk.

LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.
- Within six months of appointment, should obtain a state of California Notary Public certification.

*FLSA Status: NON-EXEMPT