

## **CITY OF BRISBANE**

### **DEPUTY CITY CLERK/ EXECUTIVE ASSISTANT**

#### **Definition**

Under general direction from the City Manager and other Executive Team members, receives official documents for the City; prepares documents, agenda packets and other materials for City Council meetings; acts for the City Clerk on a relief basis; provides varied, complex, and confidential office administrative and secretarial support to a the City Manager, Assistant to the City Manager, City Clerk and Human Resources Administrator, conducts projects performs technical support work related to the responsibilities of the Management Team; may provides lead direction and/or training to a small office support staff on a project basis; and performs related work as required.

#### **Class Characteristics**

This is the highest-level paraprofessional/office administrative class in the City, in which the incumbent performs a variety of office administrative, project coordination and management support work for several City executive managers. Responsibilities involve designation as and fulfilling the duties of Deputy City Clerk, coordinating the office administrative work for designated management staff, and personally performing multiple executive secretarial duties. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities and the ability to conduct independent projects. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at City-wide level require a broader understanding of City functions and the capability of relieving City management staff of day-to-day office administrative and coordinative duties

#### **Examples of Duties** (Illustrative Only)

- Serves as Deputy City Clerk; receives official documents, prepares notices, agendas, resolutions and minutes; attends City Council meetings and other commission and committee in the absence of the City Clerk.
- Oversees and ensures that the office administrative functions for the City Manager, Assistant to the City Manager, City Clerk and Human Resources Administrator are effectively carried out.
- Answers questions from, transmits information to and provides office administrative support to the City Council.
- Maintains multiple calendars and coordinates the schedules of management staff and with those of members of Boards and Commissions, other City management staff, representatives of other organizations, and the public; makes travel arrangements as required.
- Receives and screens visitors and telephone calls; provides information and resolves issues for City staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
- Researches, prepares and updates a variety of periodic and special narrative, accounting, database, and statistical reports.

- Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, correct formatting, and correct English usage, including grammar, punctuation, and spelling.
- Arranges meetings by scheduling rooms, notifying participants, arranging for refreshments as appropriate, and preparing agendas; ensures information is compiled and duplicated; takes and prepares summary or action minutes of such meetings.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchase and maintenance, attending meetings, and serving on various task forces and committees.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents, including payroll; assists in budget preparation and maintains records of purchase orders, payroll, expense statements, and other fiscal transactions.
- Conducts special administrative project research and report preparation as assigned.
- May direct the work of a small office support staff on a project or day-to-day basis; may train staff in work procedures.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate a two-radio or other department-specific equipment.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.

### **Qualifications**

#### **Knowledge of:**

- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Project coordination and implementation procedures.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, presentation, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Basic supervisory principles and practices.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.

#### **Skill in:**

- Providing varied, responsible, and often confidential secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.

- Interpreting and implementing policies, procedures, and computer applications related to the City Clerk and City Management functions.
- Analyzing and resolving office administrative and procedural problems.
- Performing project research and preparing reports and recommendations.
- Composing correspondence and reports independently or from brief instructions.
- Establishing and maintaining a records management system for the assigned organizational unit.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, coordinating projects, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of direction.
- Directing the work of others and training others in work procedures.
- Taking a proactive approach to customer service issues.
- Making process improvement changes to streamline procedures.
- Establishing and maintain effective working relationships with those contacted in the course of the work.
- Word processing at a net speed of 50 words per minute from printed copy.
- Rapid note taking and accurate transcription of own notes.

**Education and Experience:**

Equivalent to graduation from high school with supplemental business school or applicable college-level course work and six years of responsible office administrative, secretarial, and/or general clerical experience. Experience in dealing with the public and working in a public agency setting is desirable. Possession of Associates of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis.

**License:**

Must possess a valid California class C driver's license and a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Approved Date: February 13, 2001  
Resolution: 2001-20

Bargaining Unit: Confidential Employees Group  
Resolution: 2001-28

Revised Date:  
Resolution:

Former Titles:  
Abolished: