

CITY OF BURBANK

ASSISTANT CITY CLERK

DEFINITION

Under general direction, to perform confidential, complex, and highly responsible support services for the City Clerk; conduct elections; to act for and in the absence of the City Clerk, to perform duties as required by state law and legislative policy; and perform related work as required.

ESSENTIAL FUNCTIONS

Directs the administrative and business management functions of the Department; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, transfers, and disciplines, up to and including termination; assists in the conduct of elections, recalls, referendums, initiatives and measures; coordinates and advises public officials, candidates for office and the public regarding elective and campaign matters; assists and/or prepares City Council agendas; attends official meetings, including, but not limited to, City Council meetings; records and communicates legislative actions and proceedings, ordinances, resolutions, minutes; responds to inquiries regarding Council actions, items on the agenda, and other public and/or administrative matters; certifies the authenticity of official and municipal corporate documents for public officials, governmental agencies, courts and the general public utilizing the official seals; directs the mailing, publication and posting of legal public notices; records, certifies and maintains ordinances, resolutions, agreements, deeds and other official documents; recommends improvements and/or enhancements to the complex filing and records system; notifies departments and members of the public affected by actions of the City Council; verifies accuracy of documents prepared by support staff; supervises the maintenance and distribution of the Burbank City Charter and Municipal Code; takes acknowledgments of oaths of office and affidavits; processes and prepares department budget; supervises passport processing functions; supervises administrative requirements of the Fair Political Practices Act; and acts for and in the absence of the City Clerk; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – applicable City, State and Federal policy including, but not limited to, the Fair Political Practices Act, the Brown Act and California Election code; principles and practices of municipal functions including governmental budgeting, office management, organizational procedures, and record keeping; passport processing; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – utilizing personal computers and applicable software, utilizing and operation of office equipment; detailed City Clerk's office processes; records maintenance and research.
- Ability to – communicate effectively, both orally and in writing; use interpersonal skills to effectively interface with high level managers, elected officials and members of a diverse community; direct, supervise, and evaluate the work of others; review organizational and administrative problems and recommend and implement solutions; interpret and apply applicable City, State, and Federal laws, regulations, and procedures and make appropriate

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decisions; prepare agendas and complete and accurate reports; prepare and administer budgets; respond tactfully, clearly, and appropriately to difficult inquiries from the community; work independently and exercise appropriate judgement; manage time effectively and meet critical deadlines; perform tasks with attention to detail; establish and maintain effective working relationships.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's Degree in public or business administration or related field, and five years progressively responsible experience performing varied and complex administrative support duties, three years of which were in a City Clerk's department or related organization interacting with a Council, Board, Commission or Authority, including two years in a supervisory capacity. NOTE: Additional related experience may be substituted for the required education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A Certified Municipal Clerk (CMC) designation by the International Institute of Municipal Clerks (IIMC) or equivalent at time of appointment is highly desirable.