

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Assistant to the City Manager/City Clerk

Pay Class: 33 Basic

FLSA Exempt

DEFINITION

Under direction of the City Manager, assists the City Manager in all management, administrative and clerical functions under taken by the Office of the City Manager. Provides high level, complex and often sensitive and confidential administrative assistance to the City Council and City Manager; performs City Clerk's tasks including assigned statutory duties, such as elections coordination and government records management and access; prepares City Council agendas and takes meeting minutes; exercises direct supervision over the office support staff; and performs other management tasks as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Provides administrative, technical and secretarial support for the City Council and City Manager; serves as liaison; screens calls and visitors and refers inquiries as appropriate; responds to complaints and requests for information; interprets City policies, rules and regulations in response to inquiries; and oversees, monitors and tracks citizen complaints and recurring reports.
- Prepares correspondence; takes dictation and transcribes letters and memos; performs routine research and gathers data to compile or complete reports.
- Attends City Council meetings and Planning Commission meetings; takes and transcribes minutes; and records, publishes and files new ordinances and resolutions.
- Maintains records of City Council and Planning Commission minutes; maintains Staff Reports, deeds, easements, documents, resolutions and ordinances; administers oaths/affirmations; certifies affidavits and dispositions; and serves as custodian of the City seal.
- Maintains City records management system; catalogs and references documents and information; assures compliance with state laws related to public records access; coordinates public records requests; establishes and monitors record retention schedules and assures timely archiving or purging of records according to law, ordinance or practice.
- Maintains all contract documents; receives logs and prepares contracts for filing; secures and attests to signatures on official documents and contracts; and oversees access to contracts.

- Coordinates with other departments to prepare materials for City Council and Planning Commission meetings; assigns resolution and ordinance numbers; prepares agendas and backup information in accordance with applicable laws; organizes packet materials and assures timely receipt and distribution; communicates with individuals allocated time on agenda to confirm attendance; notifies press and advertises agendas according to legal requirements.
- Maintains calendar; schedules and coordinates meetings and appointments for City Council and City Manager; apprises staff of activity schedule; follows up on schedules to verify appointment and meeting commitments; coordinates special events including travel arrangements.
- Organizes general and special elections with County government; coordinates appropriate Fair Political Practice Commission (FPPC) filings; files and publishes legal notices.
- Supervises, trains, and evaluates the work of assigned staff.
- Acts as the Assistant to the City Manager in all aspect of the duties of the City Manager
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade; additional coursework in office management, business writing or a related field desired.

Experience: Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public; some experience in municipal government is preferred.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must a U. S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Municipal organizations and functions; election laws and procedures; reporting requirements of the Political Reform Act of 1979 as amended; modern office methods, practices and procedures; laws governing records retention, archiving, management and access; coding, classifying and indexing methodology related to recording city ordinances, laws, contracts and documents; filing systems (alpha and numeric); business correspondence, English usage, grammar, spelling and punctuation; budgeting and financial management; operation of standard office equipment and a personal computer; basic mathematics; and interpersonal communication skills, telephone etiquette

and basic public relations.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; understand the organization and operation of the City and outside agencies; interpret and apply applicable laws, regulations, procedures, including the Political Reform Act and the Brown Act requirements, and administrative and departmental policies affecting the City Clerk's functions; comprehend and make inferences from written material; produce written documents using proper punctuation, grammar and spelling; meet the public, understand their questions and provide accurate information; communicate clearly and concisely, orally and in writing; type at 60 net wpm; take dictation or notes at a speed sufficient to accurately transcribe and produce the City Council minutes; effectively prioritize and manage time; work independently; meet deadlines; successfully multi-task and keep organized; follow oral and written direction; exercise a considerable degree of initiative, tact and mature judgment in evaluating situations and making decisions; perform basic mathematical calculations; maintain strict confidentiality; operate standard office equipment and a personal computer using various software programs; develop effective working relationships with supervisors, peers and the public; and have excellent attendance and be punctual.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer monitors; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by: Marissa Trejo 12/10/18
Marissa Trejo, City Manager Date