



City of Phoenix

DEPUTY CITY CLERK

JOB CODE 12230

Effective Date: Rev. 01/07

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to plan, direct, and manage a major division or function of the City Clerk Department such as Records Management, Election Administration, Management Services, or Office Systems. Functional areas managed include City Council and Boards and Commissions support, Citywide printing, desktop publishing, mail delivery, and other support services; conduct of City elections and annexations; and administration of regulatory license services. The Deputy City Clerk exercises independent judgment and initiative within assigned areas of management and fiscal functions. Related responsibilities include administering budget activities, which includes the CIP component of the budget; coordinating operations within restricted legal requirements; and representing the City Clerk on various boards, committees, and task forces. General direction is received from the City Clerk or the Assistant City Clerk, and work is evaluated through conferences, reports, and results achieved.

ESSENTIAL FUNCTIONS:

- Manages a division or major function of the City Clerk Department;
- Determines departmental funding needs, approves and submits budget to the City Clerk, monitors adherence to budget controls, directs necessary adjustments, and reallocations;
- Ensures timely and accurate scheduling and positioning of City departments' requests for Council actions into agendas for formal, recessed, and special City Council meetings, and recording of all Council actions;
- Ensures timely and accurate preparation, dissemination, and presentation to the City Council of minutes, agendas, and letters relative to formal, recessed, and special City Council meetings;
- Represents the City Clerk at formal, recessed, and special meetings of the City Council, recites roll call of all Council actions reflecting absences and conflicts of interest, and recites the titles for all ordinances and resolutions;
- Ensures that all official City business is advertised in the official newspaper of the city of Phoenix;
- Ensures timely and accurate preparation and mailing of letters advising applicants of Council action on bids, liquor and bingo, street abandonments, and rezoning;



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- Ensures that City departments' needs are met for national, international, and interoffice mail in a timely and accurate manner;
- Plans, develops, and implements staff training programs, such as budget training;
- Ensures timely and accurate maintenance and updating of property records to serve City departments and the public;
- Represents the City Clerk at task force, board, and committee meetings;
- Ensures timely and accurate confirmation through electronic mail and distribution of material to all City departments of actions taken at formal Council meetings;
- Ensures timely and accurate compilation of legal transcripts of bond sales and elections and of the accurate registration of City bonds;
- Ensures timely and accurate updating of appointments and oaths of office for the Mayor's Boards and Commissions;
- Directs the scheduling, preparation, and conduct of City elections, and related processes;
- Manages City annexations processes and coordinates interdepartmental review of annexation requests;
- Instructs election board workers and election staff in all phases of election day and post election day procedures;
- Manages all aspects of the Vote-by-Mail process;
- Supervises the preparation of legal descriptions, ordinances, and other printed material required in carrying out an election or annexation;
- Prepares operating budgets and exercises management control over expenditures;
- Plans, organizes, and supervises full and part-time employees engaged in public contact work regarding elections and annexations;
- Supervises the conduct of City elections and annexations to ensure all legal requirements are met;
- Manages a vote tabulation computer system;
- Researches and responds to questions or problems raised by Council staff, City Manager's staff, department staff, outside agencies, or the public;
- Reviews the preparation, translation, and printing of election ballots and related materials;
- Reviews State and Federal proposed legislation for impact on City of Phoenix elections and annexations, and provides recommendations;
- Researches, prepares, and disseminates candidate packets for interim Mayor or Council member appointments;
- Manages Campaign Finance Administration, and implements improvements for the department;
- Drafts recommendations and reports for the City Clerk, including requests for Council Action and acquisition of software;



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- Assists in the development and planning of improved computerized programs in conjunction with departmental activities;
- Analyzes complex procedures and organizational structures in relation to the election process and/or other City Clerk Department activities;
- Directs and supervises the City's Emergency Hotline;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Election procedures and related processes.
- Property legal description terminology.
- Municipal finances, budgeting, and accounting methods.
- Federal and State of Arizona laws, City Charter, and various City Codes related to the activities of the City Clerk Department.
- Management and organization theories and practices.
- Principles and practices of personnel management and supervision.

Additional Requirements:

- Perform a broad range of supervisory responsibility over others.
- Communicate in the English language with individuals and groups in a face-to-face setting or by telephone.
- Produce clear and accurate documents and reports in the English language reflecting organized thoughts using proper sentence construction, punctuation, and grammar.
- Exercise sound judgment in carrying out assignments through completion with independent thought and action.
- Input data into a computer terminal, personal computer, or other keyboard device.
- Establish working relationships and work cooperatively with other employees, department heads, deputy directors, Council members, and the public.

Additional Requirements:



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- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of progressively responsible management and administrative experience involving fiscal management, personnel management, records management, information technology management, or other services typically provided by the City Clerk such as conducting elections or providing City Council support and a bachelor's degree in business, public administration, or a related field. Other combinations of education and experience that meet the minimum requirements may be substituted.