

Deputy City Clerk/ Management Analyst

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a full-time Deputy City Clerk/Management Analyst in the City Clerk Department.

The Deputy City Clerk/Management Analyst is a mid-management position that reports directly to the City Clerk. Under supervision, the position provides responsible confidential administrative and managerial support to the Department; assists in carrying out Department programs and activities; provides relevant information and assistance to City officials, staff and the public; assists in the conduct of municipal elections; performs financial, statistical, administrative and other management analyses; and performs related duties as assigned.

IMPORTANT & ESSENTIAL DUTIES

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

- Responds to inquiries requiring interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to City Clerk and City Council operations; provides information and access to City records to City staff and the public; ensures compliance with Public Records Act requirements and other applicable regulations; monitors campaign finance and Fair Political Practices Act filings (and maintains documents and logs).
- Assists in the administration of the City's record management and document retention program in accordance with current federal, state and municipal legal requirements; oversees the retrieval, destruction and storage of records according to City records management policies and procedures.
- Assists the City Clerk in conducting City elections; processing election documents and performs pre-election support functions, including assembling packets and instructions to candidates; prepares, posts and/or publishes legal election notices; verifies signatures on nomination papers; prepares and maintains candidate lists and statement logs; provides information to candidates and the public on election and candidacy requirements and procedures.

IMPORTANT & ESSENTIAL DUTIES

(continued)

- Drafts preliminary City Council meeting agendas, and provides updated agendas to the City Clerk; arranges for official publication and posting of notices regarding City Council meetings and agendas; prepares meeting minutes; finalizes resolutions, ordinances, minutes and other documents in preparation for signatures and retention; and attends City Council meetings as requested.
- Provides administrative support to the Education Commission; and attends meetings as requested.
- Plans, organizes and conducts administrative, management, and program analysis.
- Develops and monitors departmental and grant budgets; maintains adequate account balances by tracking expenditures, encumbrances and creating budget expenditure forecasts; calculates budget usage and fund percentages; tracks multiple funding sources.
- Provides management support for department-specific functions and programs.
- May supervise the work of other lower level staff members.
- Performs other related duties as assigned.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Policies, procedures and requirements governing the actions of an elected City Council and the general functions of a municipal government.
- Municipal Code provisions related to the operations of the City Clerk's function and matters that come before the City Council and its committees.
- The Brown Act, and rules and procedures governing the notice and conduct of public hearings.
- Election procedures and Fair Political Practices Commission rules and requirements.
- The California Public Records Act and other applicable federal, state and local law governing the maintenance and retention of public records.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar, and punctuation.
- Principles, practices, and methods of financial and statistical analysis and financial forecasting.
- Applicable federal and state laws, rules, and regulations.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

(continued)

Ability to:

- Organize, set priorities and exercise sound, independent judgment.
- Analyze and interpret administrative policies and procedures, regulations, legal, documents, and contracts.
- Compose clear, concise and comprehensive analysis, correspondence, reports, studies, agreements, presentations, and other written materials from brief instructions.
- Collect, evaluate, and interpret data, either in statistical or narrative form.
- Operate a computer, standard business software and a variety of computer software programs.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and speak Spanish (highly desirable).

EXPERIENCE & EDUCATION GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be any equivalent combination of the following training and experience:

Experience: At least three years of progressively responsible professional experience performing administrative functions, financial, budgetary and related statistical analysis is required. Prior experience in a City Clerk's office or municipal government setting is desirable.

Training: Graduation from an accredited four-year college or university with major coursework in Finance, Public or Business Administration, or a closely related field is required.

Special Requirements: Must possess a valid California Class C Driver's License and car insurance on appointment. Current license as a Notary Public issued by the State of California is highly desirable. Certification as a Certified Municipal Clerk by the International Institute of Municipal Clerks is highly desirable.

Physical Requirements: Ability to sit and stand for long periods; walk, kneel, reach with hands and arms, twist, lean, and climb; frequently required to lift up to 25 pounds unaided, such as supplies/forms; operate a computer keyboard, calculator, and telephone for long periods. Specific vision abilities required for this job include close vision and the ability to adjust focus.

COMPENSATION AND BENEFITS

Salary Range: \$71,196 – \$86,580 Per Year.

Retirement: Public Employees' Retirement System (PERS), Classic members: 3% at 60 (hired on or prior to 11/12/05), and 2% at 55 (hired after 11/12/05); PEPRRA members: 2% at 62 (if hired on or after 1/1/13). Both are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

Insurance: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$905.16 Single; \$1,567.17 Two Party; and \$2,109.19 Family) to apply toward Medical, Dental and Vision Benefits offered through the City's insurance plans for employee and eligible dependents.

Life Insurance: City pays for Long Term Disability Insurance, and \$50,000 term/AD&D life insurance policy for employee.

Annual Leave: 20-30 days per year (depending on length of service).

Management Leave: 10 days per year prorated the first year depending on the date of hire. Any unused leave will be cashed out in December of each year.

Bereavement Leave: 5 paid days per year for immediate family member.

Holidays: 12 paid days per year.

Longevity: 3 % above base monthly salary upon completion of 10 years of continuous service.

Bilingual Bonus: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

Deferred Compensation: ICMA-RC 457 and Roth/IRA programs available. Enrollment is voluntary.

Tuition Reimbursement: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. In order to complete an application, please download at www.sfcity.org/personnel and print to fill it in.

Completed applications must be received via regular mail or dropped in the Night Box on or before **Monday, February 1, 2021, at 5 pm** at the specified address below. (Postmarks will not be honored).

Please forward all correspondence to:

*City of San Fernando
Personnel Division
117 Macneil Street
San Fernando, CA 91340
(818) 898-1239*

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES APPLICATIONS FOR

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SALARY

\$71,196 - \$86,580 Per Year

FILING DEADLINE:

**Monday
February 1, 2021
@ 5 pm**