



**DEPUTY CITY CLERK**  
**\$2,052 to \$2,495 Per Month – Plus Comprehensive Benefits**  
**Half-Time Position - 20 hours per week**

The above salaries include a 6% salary concession due to COVID-19 budget reductions. Salary concession will be in place through at least December 26, 2020.

APPLICATION DEADLINE: November 9, 2020 by 5:00 p.m.

Currently the recruitment is for a half-time position, but please indicate if you would be interested in a full-time position at a later date.

**GENERAL PURPOSE**

Under general direction of the City Clerk, performs clerical and administrative tasks. Serves as Clerk to the Capitola Planning Commission; provides backup to the City Clerk when required. Administers and coordinates the City's centralized records management program. Supports City staff with other administrative needs and performs related duties as required.

**SUPERVISION RECEIVED**

Reports to and works under the general supervision of the City Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

I. **City Clerk Office:**

A. **Clerk and Administration:**

- Clerk for Capitola Planning Commission: attend all meetings, take, and finalize minutes, communicate with Planning staff regarding meeting procedure and virtual or physical meeting set-up
- Clerk for Capitola City Council when City Clerk is unavailable
- Assist the City Clerk in the publication and distribution of City Council agendas
- Staff the front desk as assigned; answer and transfer calls from the public, etc.
- Supply/Create content for the City's social media accounts as necessary
- Perform a variety of administrative duties in support of the City Clerk's office
- Manage office supplies for City Hall.



B. Records Management:

- Coordinate all records management functions for the City, including the receipt, storage, retrieval, and disposition of official City records in accordance with legal requirements and records management policies and procedures
- Respond to public inquiries, and California Public Record Act requests, verbally and in writing, and aids in the use of public records
- Review and monitor legal requests for records
- Assist in the development and implement disaster preparedness plan for City records.
- Assist in the research and development of departmental policies and procedures
- Assist in the maintenance of records management systems
- Develop, implement, and maintain policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents
- Ensures the effective implementation of the records retention program
- Interpret Federal, State, and other regulations relating to records keeping and retention requirements and ensure compliance with all regulations.

II. City Manager Department:

- Schedule use of City Hall facilities; Council Chambers and Community Room
- Aid in scheduling City Manager's calendar as needed
- Answer City Hall phones; answer questions and transfer calls to correct staff
- Other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Successful completion of two years of college-level course work in Business or Public Administration, Office Management or a directly related field, and two years of increasingly responsible record keeping/administrative experience; or
- High school graduation or tested equivalent and four years of increasingly responsible record keeping/administrative experience



## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Standard office procedures, practices, and equipment
- Proper grammar, spelling, punctuation, and business correspondence format
- Computer processing skills (Word, Excel, Power Point, data bases, etc.)
- Updating websites and social media accounts
- Current records management practices and procedures

### Skills:

- Effectively operate modern office equipment including computer equipment, copier, scanner
- Effectively develop and coordinate office systems.
- Effectively use word processing and spreadsheet programs.
- Effectively compose correspondence and routine administrative reports.

### Ability to:

- Interact effectively with all levels of employees and the public
- Maintain good working relationships with other departments and employees
- Develop and implement division goals, objectives, policies, and procedures
- Communicate effectively both verbally and in writing
- Interpret laws related to records retention and disposition
- Conduct needed analysis to determine the Clerk's Office and City's Records Management needs both on a short and long-term basis
- Anticipate staff's records storage and access needs and work cooperatively with staff to plan accordingly.
- Assist public in person, over phone, and via email
- Direct public to the appropriate City of Capitola staff or office
- Analyze work procedures and determine the correct automation and technologies to streamline
- procedures and to aid in the effective and efficient operation of City systems
- Meet multiple deadlines

## TOOLS AND EQUIPMENT USED

Personal computer; computer network workstation; telephone; copy machine; fax machine.

Microsoft Office Software Programs (particularly Word, Excel, Power Point, Outlook, etc.)



## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

## APPOINTMENT AND BENEFITS

**Appointment:** Appointment is subject to successfully passing a pre-employment physical, background, financial and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a six-month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

**Benefits: Retirement:** CalPERS; 2.5%@55 for classic CalPERS members, 2%@62 formula for new CalPERS Members. **Medical:** contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for one week, without pay, usually between Christmas and New Years.



## APPLICATION AND TESTING PROCESS

Application and resume must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave., Capitola, CA 95010, by mail or email to [lnichols@ci.capitola.ca.us](mailto:lnichols@ci.capitola.ca.us). An application may be obtained by calling 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org). Applications will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.



**Reasonable accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**