

**CITY OF RIO VISTA**  
**ASSISTANT CITY MANAGER/CITY CLERK**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under direction of the City Manager, the Assistant City Manager will assist in coordinating, directing, and evaluating the City's departmental activities and operations; provides relieve to the City Manager of day-to-day duties associated with City responsibilities. Envision and oversee civic engagement and communication strategies. Under legislative authority and executive policy direction, performs department head-level duties for all functions of the Office of the City Clerk prescribed in the City's Municipal Code, State Constitution, Government Code, Elections Code, and the Fair Political Practices Commission Regulations. Initiates, develops, and implements policies and procedures to effect efficiencies and compliance to a variety of mandates. Conducts elections, administers campaign disclosure and economic interest filings required by the Fair Political Practices Commission; maintains and disseminates records of actions of the City Council via adopted ordinances, resolutions, policies or, contracts/agreements.

**DISTINGUISHING CHARACTERISTICS:**

This single-position class serves in a variety of administrative, coordinative, analytical and liaison capacities, as required by the changing needs of the City and as directed by the City Manager. As a department head-level team member, assisting the City Manager in the day-to-day administration of the City is a primary responsibility. The Assistant City Manager/ City Clerk is also responsible for managing the City in the absence of the City Manager. Serves as the principal city official in the Office of the City Clerk. Scope of responsibilities is analytical and complex in nature, involving highly specialized technical knowledge related to the administration of local government. The incumbent has functional authority/responsibility for overseeing activities that have a citywide day-to-day operation of the Office.

**SUPERVISION RECEIVED AND EXERCISED**

The Assistant City Manager/City Clerk receives administrative direction from the City Manager. Project direction may be provided for other staff, depending upon the needs of the City and direction from the City Manager. Under legislative authority and executive level policy direction, the City Clerk's authority and responsibilities are primarily established by State Law.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Assist and participate in the development and implementation of goals, objectives, policies, and priorities for citywide government.
- Serve as Acting City Manager when assigned.
- Establishes department goals, objectives, policies and priorities and identifies resource needs.
- Supervise the conduct of studies, surveys and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review by the City Manager.
- Directs, prepares, and oversees the preparation of a wide variety of reports, analyses, recommendations, and presentations for the City Council, City management, and outside agencies.
- Confer with department heads and employees regarding policy and procedure changes of significant impact.
- Acting in consultation with the City Manager, provides input on operational considerations during budget discussions, focusing on staffing requests and proposing alternative methods of achieving departmental and/or City service needs.
- Assists the City Council and the City Manager in intergovernmental relations and acts as liaison with other governmental jurisdictions; tracks state and federal legislation and assists in the evaluation of proposed legislation to determine the potential impact on the City; prepares various related statements and responses, and coordinates and performs other lobbying efforts.
- Develops and monitors the City Clerk's Office budget.
- Manages the City Council meeting agenda process ensuring compliance to all transparency laws to provide access to meeting materials to the public within the mandated timelines.
- Serves as the Elections Official, coordinating the even-year consolidated general municipal election with the Solano County Registrar of Voters and managing any special election necessitated by a qualified filing of an initiative petition, a recall petition or a referendum petition.
- Serves as custodian of official City records and public documents; performs attestation or certification for the City as required on legal documents and other records requiring such certification and/or affixing of the City seal.
- Attends regular and special city council meetings and produces action minutes.
- Acts as filing officer for monitoring campaign statements and economic disclosure filings of city officials covered in the Conflict of Interest Code.
- Administers the provisions of the Political Reform Act and the Freedom of Information Act.
- Directs the posting and publication of required legal notices, in accordance applicable laws.
- Coordinates the annual codification of adopted municipal ordinances with the codifier to update the Rio Vista Municipal Code.
- Administers Oath of Allegiance to elected officials, city officials, and public safety personnel.

- Coordinates the biennial update to the City's Conflict of Interest Code and the annual appointments of Council Members to other agency boards
- Attends conferences and regional meetings to keep updated on new policies, laws, and/or mandates affecting the scope of responsibilities of a City Clerk.
- Perform related duties as assigned.

**WORKING CONDITIONS:**

Willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings following a normal work day; travel out of town to attend meetings, workshops, conferences and seminars during working and non-working hours. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, fine penmanship, and fine coordination in preparing reports using a computer keyboard; analyze complex information and make sound recommendations; converse by telephone, in person, and to large groups and be clearly understood; stamina to work additional hours to meet deadlines and attend meetings outside of the regular work schedule.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and Experience:**

Any combination of education and experience that has provided the required knowledge, skills and abilities necessary for an **Assistant City Manager/City Clerk**. Minimum requirements include a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a closely-related field. A Master's degree in business administration or public administration is preferred. Possession of Certified Municipal Clerk (CMC) designation is highly desirable.

Six years of increasingly responsible and varied administrative experience in municipal government. Minimum three (3) years; five (5) years' experience preferred in performing responsible and complex executive level duties in a City Clerk's Office

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS**

**Knowledge of:**

Principles and practices of public administration including the operations and functions of a municipal government; basic principles of municipal financing, budgeting,

administration, and reporting; administrative practices; principles and methods of goal setting and program development/implementation; principles and practices of leadership, motivation, team building and conflict resolution; principles and practices of community building and civic engagement; basic principles, practices and operation of information systems technology related to a network environment; principles and practices of labor and employee relations; public records management principles and practices; methods and techniques of presenting information to the public. State Elections Code; State Government Code as it pertains to the office of City Clerk; filing provisions of the State Fair Political Practices Commission; the Brown Act; the Public Records Act, principles and practices of modern public administration; advanced research techniques; organization and functions of municipal government, including the roles of a Council/Manager form of government; principles and practices of records management, including records retention laws; modern office practices and procedures including business correspondence, filing and proficiency in Microsoft Office software applications.

**Ability to:**

Analyze a variety of administrative and organizational problems and to make sound policy and procedural recommendations. Establish and maintain cooperative relationships with civic and community groups, Council, intergovernmental agencies, and employees. Foster a team environment among the departments; develop and maintain positive public relations with emphasis on customer service. Plan, coordinate and supervise and/or direct the duties of the City Clerk's Office; interpret and apply regulations, policies and procedures. Communicate clearly and concisely, both orally and in writing, prepare and administer a departmental budget; demonstrate intellectual capabilities to make sound decisions; prepare and make effective presentations; prepare complete and accurate reports, advanced work for prolonged periods of time; and work in a less than optimum public building.

**Skill to:**

Communicate well both in writing and orally and must be proficient in use of office computer and Microsoft Office software applications.