

# CITY OF PLYMOUTH

## ADMINISTRATIVE ANALYST – DEPUTY CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under the supervision of the City Manager, an employee assigned to this position performs a variety of complex professional, technical, administrative and analytical works in support of assigned department, division, function, or program area; to assume responsibility for the management and administration of a specific program area; to recommend action and assist in policy, procedure, work methods, and budget development and implementation for area of assignment; to perform a variety of analytical tasks relative to assigned area of responsibility; to coordinate assigned activities with other functions, divisions, outside agencies, and the general public; and to provide responsible staff assistance in support of the assigned department.

An employee in this position performs in support of the City Clerk, City Manager, City Council, and acts as the Planning Commission Clerk. Current areas of focus are payroll, budgeting, accounting, human resources and special projects; a variety of analytical work in the development and implementation of the City's human resources program; responds to inquiries regarding City personnel rules, policies and procedures; and, as assigned, assists with other administrative services duties, such as utility billing, accounts payable and receivable, purchasing, and customer service; assists with City Clerk's Office duties such as public noticing, filing, indexing and the safekeeping of all City records; supports the operations and services of the City Clerk's Office, including the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council and other commissions; assists with municipal elections and assists with FPPC filings; and, supports the City Clerk's Office with the City's records management and retention program, including responding to public records requests.

### **CLASSIFICATION**

This position is full-time; non-exempt; and, confidential.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties of this class include, but are not limited to the following:

- Perform a variety of professional-level research, administrative, operational, financial, and analytical duties related to municipal programs and functions; conduct studies, research projects, and analysis by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.
- Participate in the development and implementation of City Council goals, objectives, policies, and priorities for assigned functions and program areas; oversee on-going or special programs as assigned.
- Conduct or participate in studies of new and existing programs and special projects; research and analyze organization structure, technical data, and fiscal impact to determine feasibility, resolve problems, and increase efficiency; consult with City personnel and outside agencies; develop recommendations.
- Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations.
- Prepare administrative, operational, and financial reports
- Assist with the budget process; provide assistance in the development and administration of assigned budget; collect and analyze financial data; make budget recommendations relative to

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assigned program areas or projects; coordinate and compile budget recommendations prepared by other staff; create data tracking and reporting systems; monitor status.

- Prepare and present staff reports to City Council.
- Reporting and implementation of grants for various City projects and/or programs.
- Provide staff assistance to the assigned Department Head; participate on a variety of committees;
- Responsible for preparing and processing payroll; filing quarterly payroll reports; and, may supervise clerical staff in specific related tasks.
- Provide assistance in the recruitment and selection of new employees.
- Develop and maintains personnel records.
- Provide orientation to new employees and assist employees with questions regarding their compensation and benefits.
- Research and prepare reports for the Risk Management Authority.
- Provide assistance to City management staff personnel related issues.
- Coordinate staff training for City management staff.
- Produce, publishes and maintains City records, agendas, and minutes relating to City Council and other boards and commissions.
- Maintain an accurate record of the proceedings of City Council meetings and other public meetings.
- Follow up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records.
- Provides proof of publication of agendas, minutes and actions.
- Update the Municipal Code to reflect actions of the City Council.
- Assist in the bid opening process and monitor the City's related performance bond activities.
- Assist with the conduct of municipal elections.
- Support the filing officer for statements of economic interests for designated employees, officials, officeholders, candidates and committees with the Fair Political Practices Commission.
- Assist City management staff with reviewing and responding to public records requests.
- Attend and participates in meetings relative to the field of human resources, municipal clerking, records management, elections and conflicts of interest.
- Maintain positive working relationships with representatives of community organizations, state/local agencies and associations, management and staff, and the public.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Graduation from an accredited college or university with an Associate's Degree in accounting, business administration, public administration, economics or related field or any combination of training and experience that could provide the required knowledge, skills and abilities necessary for the position
- Three (3) years of increasingly responsible experience in administrative and analytical experience preferably in a government agency, or City Clerk activities.
- Possession of a valid California Class C Driver's License at time of appointment.

### **PREFERRED QUALIFICATIONS**

- Certification of a Certified Municipal Clerk (CMC) or ability to obtain within three-years of appointment.
- California Notary Public preferred or willing to become a Notary within one-year of appointment.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

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- General principles of public agency finance, budgeting, payroll, human resources, and City Clerk duties.
- Laws, rules, regulations, and policies affecting public agency finance, human resources and City Clerk requirements.
- Principles and practices of project management.
- Principles and practices of local government operations.
- Methods and techniques of research and statistical analysis.
- Principles of business letter writing and basic report preparation.
- Organizational policies and procedures of municipal government.
- Local ordinances, State law and related rules and regulations with respect to FPPC filings.
- Public Records Act requirements, Brown Act and other related regulations affecting the conduct of public officials.
- Principles, structure, and organization of public sector agencies.
- Modern office procedures, methods and equipment including computers.

#### **Ability to:**

- Perform complex professional, administrative and analytical work in support of City operations.
- Conduct a variety of research, analyze data and prepare clear and concise reports.
- Collect, evaluate, and interpret information and data from multiple sources.
- Participate in the development and administration of division goals, objectives and procedures.
- Participate in the preparation and administration of the City budget.
- Conduct or participate in various organizational, fiscal, and administrative studies and analyses including those on new and existing programs and special projects.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, organize, direct and perform the duties of the City Clerk's Office.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately, clearly and concisely.
- Organize, prioritize and follow-up on work assignments; work both independently and as part of a team.
- Exercise sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response.
- Identify existing and potential obstacles to the completing of duties, and to effectively communicate alternative solutions.
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#### **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, talk, hear, walk, stoop, bend, lift and/or move up to 25 pounds; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms. Specific vision abilities required by this job include close and faraway vision and the ability to adjust focus.

**WORKING CONDITIONS**

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Require vision (which may be corrected) to read small print.
- Require hearing, correctible with electronic devices.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required.
- Perform work, which is primarily sedentary, and is subject to inside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings and weekends.

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