



City of Plymouth California

ADMINISTRATIVE ANALYST – DEPUTY CITY CLERK (Salary Range DOE: \$4,664-\$5,669)

**First Review 03/24/2023
(Open Until Filled)**

The City of Plymouth is seeking an **Administrative Analyst – Deputy City Clerk**, who under general supervision from the City Manager, 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.

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.

Selection Procedure

Candidates must submit application materials that include a completed and signed employment application and copies of any required certificates or license listed under the requirements.

A complete job description and Application materials are available online at www.cityofplymouth.org

Completed Application materials can be emailed, mailed or hand-delivered to Plymouth City Hall, City Manager's Office, 9426 Main Street; P. O. Box 429, Plymouth, CA 95669; emailed to mroberts@cityofplymouth.org.