



ASSISTANT CITY CLERK

City of Pasadena, California

\$39.80 - \$49.75 Hourly

\$6,898.08 - \$8,622.58 Monthly

\$82,777.00 - \$103,471.00 Annually

PASADENA

The City of Pasadena - City Clerk's Office is seeking a skilled, motivated, and highly organized Assistant City Clerk who serves in a mid-management position. Under general supervision, provides varied and highly responsible staff support in a variety of administrative functions; assists the Senior Assistant City Clerk in managing the day-to-day operations of the Official Records Division to include the processing and preparation of council agendas and materials; preparation of council meeting minutes; oversight of the City's online filing system for campaign finance and statement of economic interest filings. This single position classification performs varied routine to difficult administrative and operational support functions. The incumbent assigned to this class assists in coordinating and directing departmental activities. Incumbents require the skill to work cooperatively and extensively with the public, responding to official and public inquiries relative to the conduct of elections, city documents, council actions and other administrative matters. Under supervision of the City Clerk, exercises decision-making within established guidelines and departmental policies. Errors in judgment may adversely impact the department and the City's public image. The mission of the City Clerk's Office is to ensure the City's legislative processes are open and public by providing a link between citizens and government through the dissemination of information, and to ensure the preservation, access and integrity of records required to be stored for legal and business purposes. The ideal candidate is an experienced, professional manager who can provide high-level administrative and mid-management support in a complex and busy division supporting appointed officials and commissions. Experience in municipal government and writing and reviewing minutes, preferably in a City Clerk Department, is highly desirable. The Assistant City Clerk reports directly to the City Clerk.

Essential Functions: Records and drafts meeting minutes for City Council meetings; attends all council meetings, provides administrative support during meetings, utilizes Granicus meeting software for recording and video archive purposes, and interacts with the general public, City staff, and elected officials. Organizes, directs and participates in the facilitative support functions of the City Clerk's Department, to include agenda preparation and processing, data and record maintenance and retrieval, election filings and voting activities. Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, council and board actions, municipal history and the Fair Political Practices filings. Assists in the implementation and administration of campaign financing disclosure laws. Prepares correspondence, reports, memoranda and other documents relating to the assigned area of responsibility, which may include contracts, legal documents, special forms, council agendas and reports, and resolutions. Ensures proper maintenance and retrieval of official documents and the City's legislative history in accordance with legal requirements; reviews minutes and legislative history to index actions of the City Council; and confers with records management on improvements and/or enhancements to data applications and systems. Coordinates the retention, transfer, retirement, or disposal of records for the City Clerk's Department. Participates in or conducts a variety of special projects such as information and training workshops for a variety of individuals. Assists in the candidate nomination process for City Council and Pasadena Board of Education elections. Conducts complex research and compiles available data for special projects and various reports as required. May assume the duties of the Senior Assistant City Clerk and City Clerk in their absences to include attending council and board meetings; may require evening, irregular and weekend hours.

Three years of increasingly responsible experience performing varied administrative support duties, including two years in a City Clerk's Department and/or a related organization which staffs a governing body or commission. One year of direct supervisory or technical lead experience in an administrative capacity is desirable.

Apply online by visiting our website at: www.cityofpasadena.net If you have any question you can call our Human Resources Department at 626-744-4366

Apply by: Thu. 09/21/23 11:59 PM Pacific Time. Qualified individuals must submit an online application