

**CITY OF PALOS VERDES ESTATES  
JOB DESCRIPTION**

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**JOB TITLE: EXECUTIVE ASSISTANT/DEPUTY CITY CLERK**

**Department: City Manager Department**

**FLSA Status: Non-exempt**

**Designation: Confidential**

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**Definition**

The Executive Assistant/Deputy City Clerk, working under direction of the City Manager/City Clerk, performs high level clerical and department record maintenance and reporting duties requiring frequent exercise of independent judgment.

**Duties**

The Executive Assistant/Deputy City Clerk performs the following duties:

*In relation to City Manager/City Council:*

- Arranges appointments, conferences, and meetings for the City Manager and City Council members.
- Receives, screens and prioritizes internal and external communications to the City Manager and City Council.
- Assists in tracking deadlines, maintaining City Manager's subject files.
- Composes letters, memos and other written communication on routine matters, responds to inquiries by staff and the public as necessary.
- Composes and types City Proclamations, Certificate of Recognition, and City Resolutions of Appreciation.
- Plans and coordinates City events, such as Mayoral Rotation.
- Uses tact and diplomacy when dealing with the public, City Council, and other public officials.
- Assists the department with projects and clerical support as needed upon the direction of the City Manager.

*In relation to City Clerk:*

- Prepares City Council agendas and action memos, Executive Summaries and weekly reports.
- Takes official Minutes at City Council meetings .
- Attends City Council meetings, and other city related meetings, as required.
- Maintains roster of City staff, elected officials, City commission and committees.
- Posts and prepares noticing for public meetings and documents.
- Processes City contracts including the monitoring of insurance policies.
- Coordinates, designs, updates. revises, and maintains overall office systems for recordkeeping.
- Serves as custodian of official City records, including administering the City's Records

Retention Program by coordinating the maintenance, filing, safekeeping, computerization and disposition of all municipal documents; certifies City documents, including ordinances, contracts, resolutions, minutes, agreements and bids.

- Ensures the integrity and compliance of City records, files, materials and information through maintenance, preservation, and proper destruction.
- Responds to all Public Records Act requests.
- Conducts elections, including preparing resolutions, notices and election materials for candidates; assisting candidates in processing nomination papers; establish polling places; recruiting election workers and arranging for election supplies; processing absentee ballots, including signature verification; overseeing ballot counting and canvassing of results.
- Acts as filing officer for FPPC required forms.
- Plans, directs, supervises and assigns work to assigned support staff
- Performs related work as needed.

## **Qualifications**

### **Knowledge and Abilities:**

- Effectively communicate both written and verbal.
- Work cooperatively with staff, residents and other entities.
- Work under pressure with strict deadlines.
- Make independent decisions.
- Exercise confidentiality.
- Follow oral and written instructions.
- Read, interpret and apply policies, procedures, rules and regulations.
- Problem solve.
- Federal, State, Local and City laws and regulations pertaining to records principles, systems, procedures and processes.
- General office procedures.
- Type 60 wpm with accurate spelling and grammar.
- Use word processing and data base and other relevant software.
- Operate standard office equipment.

### **Experience and Education:**

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED (required)
- Some college course work (preferred)
- At least two years of secretarial/clerical support experience
- Prior experience in a City Clerk's office or municipal setting is highly desirable.

## **Physical Requirements:**

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a

keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

*The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*


STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R11-28** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 27<sup>th</sup> day of September, 2011, by the following vote:

AYES: COUNCILMEMBERS: Rea, Bird, Perkins and Humphrey

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Goodhart

  
Vickie Kroneberger,  
Executive Assistant/Deputy City Clerk