



# City of **CERES** Together We Achieve



## **DEPUTY CITY CLERK**

**\$4,034—\$4,903 (monthly, paid bi-weekly)**

**PLUS EXCELLENT BENEFITS**

***The next challenging career opportunity awaits you!*** The Deputy City Clerk position is an outstanding opportunity for a dedicated and skilled professional with experience in the public sector; proven administrative experience in a City Clerk's office is highly desirable. The City of Ceres is seeking a strong communicator and team player with the ability to demonstrate adaptability in a complex and everchanging environment. The ideal candidate will be committed to excellence in customer service and will demonstrate strong organizational skills, records management skills, advanced computers skills and attention to details.

Competitive candidates will possess proven administrative experience and a strong understanding of the City management form of government. Candidates who are technically savvy and/or have advanced experience in Laserfiche or a similar records management system is highly sought. The successful candidate should be able to work independently on a variety of projects with minimal direction in a fast-paced and dynamic work environment.

### **Responsibilities may include:**

Administrator of the City's Records Management system in compliance with the City Record's Retention Schedule. Respond to public records requests in a timely manner. Assist the City Clerk with coordinating and preparing agendas, public notices, special meeting notices, prepare resolutions, ordinances and staff reports. Coordinate FPPC filings including campaign statements and Statements of Economic Interests. Read, interpret and apply relevant laws, rules, and regulations. Assist in the performance of City Clerk duties as prescribed by law. Provide administrative support for the City Council and the City Manager.

### **Education and Experience Guidelines** – *(Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying).*

Associate degree from an accredited college or university, or two (2) years of college level course work from an accredited college in Public Administration, Political Science, Business Administration, or a closely related field. Four (4) years of increasingly responsible secretarial/clerical and administrative support work preferably in a City Clerk's office. Working knowledge of applicable laws and regulations including the Political Reform Act, Brown Act, California Public Records Act, Maddy Act and California laws, Fair Political Practices Commission reporting requirements and the principles and practices related to the City Clerk function is highly desirable. Strong knowledge in use of computers including word-processing, records management, agenda management software, other software applications, and maintaining and updating webpages. Certification in records management or designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks preferred.

**Application Deadline: Open until filled**

**First review applications: August 2, 2021**

**Applicants must submit a completed online City job application, typing certificate and supplemental questions by the first review.** To apply and view [complete job and benefits information](https://www.calopps.org/city-of-ceres), please visit <https://www.calopps.org/city-of-ceres>. AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Shirley Ventura at (209) 538-5747 or [sventura@ci.ceres.ca.us](mailto:sventura@ci.ceres.ca.us)