

**RESOLUTION NO. 45-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA REVISING THE JOB DESCRIPTION, TITLE AND SALARY FOR THE EXECUTIVE ASSISTANT/DEPUTY CITY CLERK POSITION**

**WHEREAS**, the job description for the Executive Assistant to the City Manager has been revised and reviewed by staff; and

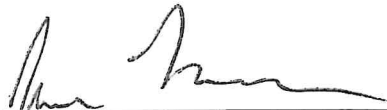
**WHEREAS**, the proposed job description updates and changes the title of the position of Executive Assistant to the City Manager and adds Deputy City Clerk related duties. It also designates the position to act as the City Clerk in the Clerk's absence.

**WHEREAS**, this City Manager is in need of a formalized support role to the City Clerk to ensure business continuity to best meet the City's needs.

**NOW, THEREFORE**, be it resolved by the City Council of the City of Pacifica that the job description (Attachment 1) and revised salary schedule (Attachment 2) attached are hereby authorized.

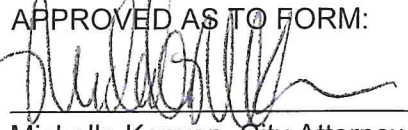
**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on October 8, 2018 by the following vote:

AYES,	COUNCILMEMBERS: Keener, Vaterlaus, Digre, O'Neill, Martin
NOES,	COUNCILMEMBERS:
ABSENT,	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

  
\_\_\_\_\_  
John Keener, Mayor

ATTEST:

  
\_\_\_\_\_  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Michelle Kenyon, City Attorney

## ATTACHMENT 1

### EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

#### DEFINITION

The Executive Assistant/Deputy City Clerk, an at-will position under the direction of the City Manager, performs a variety of confidential and complex administrative responsibilities in support of the City Manager's Office. This position also assists the City Clerk's Office and acts as the City Clerk in their absence.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and direction from the City Manager. Receives direction from the City Clerk when performing Deputy City Clerk tasks. Exercises direct and indirect supervision of support staff as necessary.

#### ESSENTIAL AND IMPORTANT DUTIES

- Perform a wide variety of complex, responsible and confidential duties for the City Manager's Office and the City Clerk.
- Serve as the first point of contact for the City Manager. Greet/acknowledge customers who contact the City Manager's Office while assessing the nature and urgency of issues with appropriate responses.
- Respond to sensitive requests for information and assistance including but not limited to Public Records Requests; resolve citizen concerns and complaints.
- Review and summarize miscellaneous reports and documents; research and compile background information; prepare presentations, responses to Council questions, Council weekly updates, and other documents.
- Function as the City Clerk in their absence and perform all statutory and other duties; attend Council meetings as required.
- Interpret City policies, procedures, laws and regulations in response to inquiries and complaints.
- Make travel arrangements, maintain appointment schedules and calendars and arrange meetings, conferences and civic functions for the City Manager. Supports City Clerk in same for City Council.
- Initiate and maintain a variety of files and records of information including but not limited to legal claims, litigation files, certificates of insurance, etc.
- Provide general administrative support including purchasing, personnel activities, and special project support.

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Research, compile and analyze data for special projects and various reports.
- Plan and coordinate the City's involvement in special events and meetings, including but not limited to coordinating resources, information and set-up for promoting the City at the annual Fog Fest, Eco-Fest and Rockaway Tree Lighting events; City Council Goal Setting special meetings; etc. for the City Manager and City Clerk offices.
- Assist the City Manager in the role of Public Information Officer, functioning as a liaison between media and the City Manager's Office.
- Manage social media content and inquiries for general City government / City Hall / City Manager's Office. Create, assemble and publish content for the City Manager's Office weekly e-newsletter. Manage additional forms of public outreach and messaging as guided by the City's Communications Plan.
- Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS**

*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:*

#### **Education and Training:**

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in Business or Public Administration, or a closely related field.

Municipal Clerk related training highly desirable.

#### **Experience:**

Three years of administrative support work experience.

Experience in a public agency is highly desirable.

#### **Licenses:**

Must possess a valid California Class C driver's license and have a satisfactory driving record.

#### **Knowledge of:**

- Advanced English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment, technology (micro soft word, excel, power point and social media).

- Alphabetic and numeric filing system management.
- Business correspondence writing and report preparation.
- Budget and fiscal control procedures and techniques.
- Functions and organization of municipal government.
- Principles and procedures of record keeping.

**Skill/Ability to:**

- Independently perform a variety of highly responsible and confidential administrative duties in support of the City Manager's and City Clerk's Office.
- Understand the organization and operation of the City and of outside agencies necessary to assume responsibilities.
- Recognize and appropriately handle materials in a sensitive and confidential manner.
- Understand, interpret and apply pertinent policies, laws and rules.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Analyze situations carefully and adopt effective course of action.
- Compile and maintain complex and extensive records and prepare reports.
- Receive and prioritize requests for information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work including elected officials, members of the business community, the public, and outside agencies.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

**Adopted Date:** April 1999

**Status:** Non-Exempt

**Bargaining Unit:** Unrepresented Confidential "At Will" status

**Revised Date:** October 2018

**Former Titles:** Executive Secretary/Deputy City Clerk; Executive Assistant to the City Manager

**Abolished:**

ATTACHMENT 2

UNREPRESENTED MEMBER SALARY SCHEDULE

<b>Position</b>	<b>Salary Range</b>	
	<b>Minimum</b>	<b>Maximum</b>
<b>Management</b>		
Assistant City Manager	14,417	16,519
City Clerk	8,157	9,381
Deputy Director of Public Works – Wastewater	11,850	13,901
Director of Planning / City Planner	13,624	15,582
Economic Development Manager	9,717	11,174
Financial Services Manager	9,537	11,765
Human Resources Analyst	6,949	8,521
Human Resources Manager	9,537	11,765
<b>Confidential</b>		
<del>Executive Assistant to the City Manager</del>	<del>5,973</del>	<del>6,875</del>
<b>Executive Assistant/ Deputy City Clerk</b>	<b>6,272</b>	<b>7,526</b>

SAFETY MEMBER SALARY SCHEDULE

<b>Position</b>	<b>Salary Range</b>	
	<b>Minimum</b>	<b>Maximum</b>
Police Chief	15,110	17,377