

Jurisdiction: City of Ithaca  
Jurisdictional Class: Exempt  
Adopted: 03/23/81  
Revised: 10/15/91, 12/12/94, 05/19/97, 10/12/22

## **DEPUTY CITY CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy City Clerk assists in the general administration of the City Clerk's Office, and assumes the duties of the City Clerk in the absence of the City Clerk or at the pleasure of the City Clerk. The Deputy City Clerk prepares, maintains, preserves and distributes official City records and public information, in both written and automated formats. The Deputy City Clerk takes, prepares, and edits the official minutes of governmental boards, and oversees the issuance and recording of licenses such as marriage, dog, hunting, and fishing licenses. The Deputy City Clerk is also responsible for the recruitment, operations, organization, training, and staffing of the City's volunteer advisory boards and commissions. The Deputy City Clerk serves as the public's point of contact for all commission activity, responding to public inquiries, and drafting year-end summary reports for distribution through City communications. The Deputy City Clerk will also brief Common Council, the Mayor, and Chief of Staff on board and commission activities as required, and will provide staff support to standing committees of Common Council as appropriate. The work is performed under the general supervision of the Director of Public Information and Technology, in accordance with established laws, practices and procedures. Direct supervision may be exercised over the clerical staff of the City Clerk's Office. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Prepares, maintains and distributes official City records, including minutes, agendas, ordinances, etc., in both written format and through electronic media;
- Prepares, maintains and distributes public information in both written format and through electronic media;
- Supervises and issues dog, hunting and fishing licenses, prepares the required monthly reports, maintains the required records, and collects fees;
- Supervises and issues marriage licenses, records official licenses in the marriage register, and collects fees;
- Takes, prepares and edits the minutes of various governmental boards, commissions and agencies;
- Coordinates the recruitment and application process for all City appointments, including hosting recruitment events, managing an interview process, and routing applications for review by Common Council;
- Tracks the tenure and term limits of board and commission members; notifies the Mayor's Office and staff liaisons of upcoming vacancies and ensures appointments comply with City Charter, ordinances, and State law, regarding length of term, expiration dates, residency, etc.;
- Creates and manages orientation and training programs, resources, and materials for new board members, commissioners, commission chairs and Common Council members;
- Provides staff support to research and advisory commissions including preparation and dissemination of agenda, virtual and in-person support for all commission meetings, preparation of meeting minutes;
- Provides staff support to standing committees of Common Council with agenda planning, document collection, drafting resolutions, and other support as required by Committee chairs;
- Serves as staff liaison between commissioners, community volunteers, City departments, Common Council, and residents of the Ithaca-Tompkins community;
- Drafts and distributes year-end summary reports for each Commission; prepares and distributes summaries of Common Council and Standing Committee meetings;
- Responds to inquiries from the general public regarding Commission activities;

**Typical Work Activities – continued**

Coordinates special public forums or other public engagement opportunities (surveys, information sessions, etc.) on special topics if requested by the Chief of Staff, Mayor or standing committee;

Maintains a master file of Mayoral appointments and prepares the City Roster;

Maintains file of legal advertisements, proofs of publication and newspaper clippings related to city affairs;

Accepts and notarizes claims against the City and maintains a file of the same.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the organization, roles, and functions of City of Ithaca boards, commissions and committees; thorough knowledge of the laws, practices and procedures governing the preparation and maintenance of official public records; thorough knowledge of modern methods used in preparing, maintaining and distributing public records and public information, including through electronic media; thorough knowledge of the City Charter, Administrative Code, and state laws governing appointments to boards, commissions and committees; thorough knowledge of the New York State Records Retention and Freedom of Information Laws; thorough knowledge of the structure, organization, policies and procedures of City government; good knowledge of the principles and practices of public administration; good knowledge of volunteer recruitment and retention strategies and techniques; good knowledge of the principles and practices of training and orientation; good knowledge of the principles and practices of community outreach; good knowledge of local government processes and procedures inclusive of drafting and enacting legislation; good knowledge of office terminology, procedures, and equipment; strong administrative and organizational skills; strong skills in computerized information management; ability to plan, assign and supervise the work of clerical assistants; ability to communicate effectively, both orally and in writing; ability to prepare narrative and statistical reports; ability to understand and carry out complex oral and written instructions; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, database and virtual meeting software; ability to deal effectively with the public; ability to successfully work with and serve a diverse local community; a high degree of accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

This is an exempt class position, so no formal qualifications govern the appointment of candidates. However, it is recommended that candidates possess the following qualifications:

- A. Possession of a Bachelor's Degree in Public Administration, Business Administration, Library Science, Communications or a closely related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time paid equivalent, working in a government or business environment and performing duties related to records management, information management, public information or the issuance of permits or licenses, or providing administrative support to elected officials, public bodies, or not-for-profit boards of directors; or
- B. Possession of an Associate's degree in Public Administration, Business Administration, Library Science, Communications or a closely related field with similar course curriculum, and four (4) years of full-time paid experience, or its part-time paid equivalent, working in a government or business environment and performing duties related to records management, information management, public information or the issuance of permits or licenses, or providing administrative support to elected officials, public bodies, or not-for-profit boards of directors; or

**Minimum Qualifications - continued**

- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, working in a government or business environment and performing duties related to records management, information management, public information or the issuance of permits or licenses, or providing administrative support to elected officials, public bodies, or not-for-profit boards of directors; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**SPECIAL REQUIREMENTS:** Candidates must obtain a notary public license within one year of appointment and must maintain said license for the duration of employment.