Deputy City Clerk
ABOUT SAN ANTONIO
The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

CITY GOVERNMENT
San Antonio has a Council-Manager form of government with a ten-member City Council. Council members are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2020 adopted operating budget is $2.9 billion with close to 13,000 employees across over 30 departments. The City Manager's Executive Team consists of Department Directors, one Deputy City Manager, four Assistant City Managers, a Chief Financial Officer and a Chief of Staff. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.
THE OFFICE OF THE CITY CLERK

The Office of the City Clerk is responsible for coordination of Municipal Elections in accordance with the City Charter and State Law. It is the principal office that administers Official Statements of Elected and Appointed Officer and Oaths of Office. The City Clerk is the filing authority for Financial Disclosure Reports, Lobbyist Registrations, and Campaign Contribution and Expenditure Reports for Officeholders and Candidates. The Office of the City Clerk records all City Ordinances, Resolutions, and Minutes of Council meetings. The Archives & Records division facilitates the management, retention, and destruction of records as well as the management and preservation of historic documents in compliance with the Texas State Library.

The Office of the City Clerk is a repository for the historical government records of the City of San Antonio. It contains records created by various City departments over time, including maps, printed materials, photographs, electronic material, and audio/visual material.

The Clerk's Office is responsible for accepting applications and verifying qualifications of candidates to be placed on the ballot for City elections, handles campaign finance and the petition process. Department administrative duties include directing, supervising, and evaluating staff, providing City Council support, preparing and monitoring the department budget, overseeing day-to-day activities, and performing short-and long-range planning. Work requires communication with a variety of officials representing state, county, and city government in order to coordinate activities related to the Office of the City Clerk, and public contact in responding to questions concerning City elections.

THE POSITION

The Deputy City Clerk is responsible for assisting the City Clerk in planning, directing, managing, and overseeing the activities and operations of the City Clerk's Office, including setting up chambers for City Council meetings, preparing for municipal elections, and processing all municipal bids. The Deputy City Clerk will coordinates assigned activities with other City departments and outside agencies and will provide highly responsible and complex administrative support to the City Clerk, City Council, and the Mayor. Exercises direct supervision over assigned staff.
DEPUTY CITY CLERK

JOB FUNCTIONS & RESPONSIBILITIES

- Assists in assuming full management responsibility for all department services and activities, including municipal elections, municipal bids, and setting up chambers for City Council meetings; and recommends and administers policies and procedures.
- Assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials, and outside agencies; negotiates and resolves sensitive, significant, and controversial issues.
- Assists in managing and participating in the development and administration of the Mayor's Office budget, the City Council's Office budget, the City Clerk's Office budget, and the election budget; estimates funds needed for staffing, equipment, materials, and supplies; assists in directing the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding municipal government.
- Assists in reviewing and signing all higher-level department communication, including ordinances and contracts.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Assists in preparing for municipal elections; orders election supplies, and materials; supervises election process; and assists in post-election calendar actions.
- Assists the City Clerk in the administration of the municipal bid process; supervises and conducts bid process; ensures compliance with proper rules and procedures for bid-opening; and recommends changes as appropriate.
- Prepares, publishes, and distributes ordinances and resolutions and prepares and files enacted contracts. Maintains knowledge of relevant legislation.

EDUCATION & EXPERIENCE

Qualified candidates will have a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a related field. They will also have eight (8) years of progressively responsible administrative office work experience preferably in a City Clerk’s or public official’s office. This includes five (5) years of administration or supervisory experience. Knowledge of pertinent federal, state and local ordinances, codes, and regulations related to municipal elections, vital records, and records management is desirable.

LICENSES & CERTIFICATIONS

Professional certifications, such as a Certified Municipal Clerk (CMC) or Texas Registered Municipal Clerk (TRMS) are desirable.

The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.
THE IDEAL CANDIDATE

The ideal candidate will have knowledge of municipal elections programs and of principals and practices of records management which includes records retention, preservation, protection, and archiving laws. Knowledge of Federal, State, and Local laws and how it applies to a Clerk’s office is important. Ideal candidates will also need to have knowledge of organization and management practices and advanced principles and practices of municipal budget preparation and administration. They will also need to understand functions of various City Departments and be able to establish positive relationships with staff members, coworkers, City Councilmembers and their staff, and with the community at large.

Ideal candidates must also demonstrate strong leadership characteristics and be confident, positive, creative, engaging, approachable, and have the ability to act as a coach and mentor to assigned staff and other City employees. Other desired characteristics include having a collaborative style, being detailed oriented and organized, innovative with the ability to foster a generation of new ideas and initiatives, and possess strong communication skills with the ability to present clear and concise messages and presentations.

SALARY

The City of San Antonio is offering a competitive salary commensurate with experience. The City offers generous benefits and retirement including annual and personal leave, monthly car allowances, deferred compensation plans, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).
If you are interested in this opportunity, please send a cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will occur November 18th, 2020. Please submit your application as soon as possible to ensure you are considered for this position. Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for an interview will be contacted by the City of San Antonio’s Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Employment Opportunity Employer.