The City of San Antonio seeks a dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism for the position of:

Deputy City Clerk
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. Coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Clerk, City Council, and the Mayor. Exercises direct supervision over assigned staff.

The Department

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 Legislative Division accounts for all City Ordinances, Resolutions, Minutes, and Contracts, as well as administers Official Honorariums and provides oversight of Board/Commission Appointments by the City Council. 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.

Essential Job Functions

- 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.
Qualifications

The ideal candidate will have:

- Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration, or a related field.
- Eight (8) years of increasingly responsible professional experience in administrative office work in a City Clerk's or public official's office, including five (5) years of administrative or supervisory responsibility.
- Or Equivalent combination of education and experience.
- Texas Registered Municipal Clerk (TRMC) certification is highly desirable.

Knowledge, Skills and Abilities

- Knowledge of operational characteristics, services, and activities of municipal election programs.
- Knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of organization, function, and authority of various City departments.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
- Knowledge of principles and practices of records management, including records retention, preservation, protection, and archiving laws and procedures.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to prepare and administer a complex departmental budget, and allocate resources in a cost-effective manner.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ability to communicate clearly and effectively.
- Ability to prepare and present clear and concise administrative and financial reports.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and the media.
To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will Occur November 4, 2019 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 interview will be contacted by the City of San Antonio’s Executive Recruiter.

For additional information please contact:
Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
saexecsearch@sanantonio.gov

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 Opportunity Employer.

Compensation & Benefits

Offered salary will be dependent on the selected candidate’s qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times the employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers two health care plan options. These plans offer employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee’s annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of $500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of $70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority. For example, an employee with ten years experience would receive 26 days of combined leave (Personal and Annual).