



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	CHIEF DEPUTY CITY CLERK	<b>Department:</b>	CITY CLERK
<b>Job Code:</b>	1732U	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	UNCLASSIFIED

**Summary** This is responsible supervisory and administrative work in directing the operations of the Office of City Clerk.

Work involves the design, planning and review of all matters to legislative requests and processing City Council sessions and daily activities required of the Office of the City Clerk and substituting for the City Clerk as required. The employee is expected to exercise extensive independent judgment and initiative to attain the desired results. Direction is received from the City Clerk through conferences and evaluation of results.

**Duties and  
Responsibilities**

- Supervises routine operations of the Office of City Clerk, including budget, payroll, purchasing, and related functions; substitutes for and assumes the duties of the City Clerk as necessary.
- Supervises the preparation of agendas, committee summaries and proceedings of City Council and official recordings of ordinances, deeds, contracts, and other documents.
- Maintains liaison with the press and public regarding inquires complaints, and other matters of importance.
- Supervises the preparation, duplication, and distribution of various ordinances, codes, and public documents and required sales.
- Administers office oaths to appointees to the Mayor and Council; executes agreements, certificates, contracts and petitions as necessary.
- Develops management and control systems of legislative records to provide ready access to an retrieval of information.
- Conducts special research programs as required by the Mayor, City Council members, City Clerk, city administrative personnel and interested members of the public.
- Performs related duties as required.

<b>Technical Skills</b>	<p>Thorough knowledge of:</p> <p>The principles and practices of public administration.</p> <p>The rules, regulations, and ordinances governing the city government and the Office of the City Clerk.</p> <p>The principles and techniques employed in effective office administration and management, including budget preparation and personnel supervision.</p> <p>Ability to:</p> <p>Organize, coordinate and delegate the work to subordinates engaged in routine and complex clerical and administrative work.</p> <p>Make significant decisions and to exercise resourcefulness in meeting new problems.</p> <p>Establish and maintain effective working relationships with City Council, administrative officials, subordinates and the general public.</p>
<b>Education and Experience</b>	<p>Accredited Bachelor's degree with major course work in public or business administration, political science or law and five (5) years of municipal administrative experience, including two (2) years in a responsible staff supervisory position.</p> <p>OR</p> <p>An equivalent combination of qualifying education and experience.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<p>Must pass a background check as prescribed by the City.</p>
<b>Supervisory Responsibility</b>	<p>Supervision is exercised over subordinate clerical and administrative personnel.</p>
<b>Supervision Received</b>	<p>Work is performed under the general supervision of the City Clerk.</p>
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created</b>	<p>4/73</p>
<b>Revised</b>	<p>8/03, 9/06, 01/2024</p>