

DEPUTY CITY CLERK

CLASS DESCRIPTION

General Responsibilities:

The Deputy Clerk is responsible for the oversight, direction, and coordination of election and/or licensing programming within the City Clerk's Office. The position is responsible for high level election related decision making, trouble shooting, and assignment of work, along with managerial responsibilities related to all staff in the office. The work shall include: development and implementation of election processes and procedures; issuance of City and County licenses and permits; maintenance of a centralized information bureau as the custodian of official City of Madison documents; administration and recording of the proceedings of the Common Council; and related policy development and direction. This position may act on behalf of the City Clerk during their absence. This position requires the ability to execute and organize highly technical operations under state statute with coordination with the Office of the City Attorney. Under the general supervision of the City Clerk, this position is responsible for exercising considerable judgment and discretion in meeting program objectives.

Examples of Duties and Responsibilities:

Plan, direct, coordinate, and manage the equitable implementation of the programs, operations and services of the Clerk's Office.

Manage a diverse professional and administrative staff. Provide for effective employee relations. Maintain a positive work environment that welcomes and supports a diverse staff. Ensure effective hiring, training, safety, evaluation, and change management programs.

Develop, implement, and evaluate policies and procedures to promote excellence and compliance with applicable local, state and federal regulations. Oversee organizational functionality and make changes to enhance efficiency of operations.

Manage the administration of systems that use key performance indicators to track office performance, operations, and budget. Develop, maintain, and support systems that promote continuous improvement and service delivery.

In collaboration with the Common Council Office, prepare Common Council agendas and proceedings. Maintain the official records of the City and publish ordinances and official notices.

In collaboration with the Common Council Office, assist in the administration of the City's legislative tracking system (Legistar). Provide training and direction to other City agencies in relation to the City's legislative tracking system and legislative process.

Provide staff support for the Police & Fire Commission and the Alcohol License Review Committee. Assist members of the public in connecting with their government.

Plan and direct all City elections and supervise the registration of voters. Hire, train, and manage election officials. Ensure the staffing and equipping of each polling location. Ensure each polling location has the training and tools needed to make voting accessible for voters with disabilities. Provide accessible and equitable voting options throughout the City for in-person absentee voting. Oversee all election processes, including preparation, voting, processing of ballots, canvassing, reporting of results, and post-election audits and other checks. Work  with UW-Madison and community partners to facilitate voting. Manage the security of election equipment, ballots, data, and results. Appoint, train, and serve on the municipal Board of Canvassers to certify municipal election results. Advise and support the Board of Canvassers for the Madison Metropolitan School District. Collect and analyze data on why eligible voters are unable to cast a ballot or have their ballot counted, and develop solutions to address the barriers identified. Provide court testimony, affidavits, and declarations for state and federal court cases regarding voting rights. Provide technical advice and feedback to the Wisconsin Election Commission. Provide training and guidance to election administrators in Wisconsin and in other states. Advise national organizations on election best practices.

Direct the issuance of City and County licenses and permits.

Execute contracts pursuant to City ordinances and procedures.

Develop and implement the office budget, including assist the City Clerk in preparing annual budget proposals and monitoring expenditures and identifying resource needs.



Engage in and support public relations activities, including customer relations, media relations, and initiatives such voter education.

Represent the Clerk's Office before City committees and the Common Council. Participate in intra/inter-agency committee efforts. Attend various professional and civic meetings and present/discuss various programs.

Develop and maintain a high level of awareness of related professional standards and the effective integration of evolving technologies and methods. Maintain effective cooperative relationships both internally and with other governmental agencies, including with other local and state election administrators to promote and implement best practices.

Compile and complete various reports and records to be submitted to County and State agencies in a timely manner.

Direct the staff and functions of the Clerk's Office in the City Clerk's absence, and as assigned. Represent the City Clerk at various meetings as assigned.

Oversee Community Outreach and developing education materials. Ensure ongoing maintenance of the agency website and social media content.

Maintain awareness of changes in legislation on both the State and Federal levels.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Two years of directly related supervisory or team leadership experience incorporating substantive involvement in clerk's office statutory responsibilities, including elections. Such experience would normally be gained after graduation from an accredited college or university with a degree in public administration, political science, or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of public administration relative to local government. Thorough knowledge of governing election law and electoral principles and practices. Thorough knowledge of record management principles and practices incorporating appropriate technological applications. Thorough knowledge of principles and practices of public/business administration consistent with the management of a city department, including the dynamics of policy development, sustainability, budgeting, resource planning, etc. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Commitment to and understanding of the importance of equity in Division and City work. Ability to establish a positive working relationships with staff, elected officials, election workers, other agencies and the general public. Ability to plan and manage the work and staff of the Clerk's Office. Ability to supervise staff and set goals

and priorities. Ability to organize, direct, coordinate, evaluate and control the activities of administrative, technical and professional employees. Ability to develop, plan and justify budgetary requests and to administer approved budgets. Ability to effectively communicate and collaborate within and outside of the City. Ability to perform complex public policy analysis and to prepare and present comprehensive and effective written and oral reports. Ability to establish and implement strategies and programs for meeting departmental objectives. Ability to work with a high degree of independence in carrying out assigned functions. Ability to establish and maintain effective working and public relationships with staff, City officials, the press and the public. Ability to develop and manage accurate records; and to prepare clear and comprehensive reports. Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials and the public. Ability to work effectively and empathetically with multicultural populations. Ability to communicate effectively in both oral and written forms. Ability to maintain adequate attendance.

Necessary Special Requirements:

Ability to meet the transportation needs of the position.

Ability to obtain notary public certification.

Certification through the Wisconsin Municipal Clerk Program is required within three (3) years. Failure to obtain this certification within the probation/trial period will result in the employee not passing probation/trial period, absent extenuating circumstances.

The employee will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Physical Requirements:

Work is performed in an office environment with flexible desk height and using standard office equipment such as computer, telephone, and copier. Work may involve occasional travel to various City facilities in order to attend various meetings.

Department/Division	Comp. Group	Range
Clerk's Office	18	10

Approved: _____
 Erin Hillson
 Human Resources Director

Date _____