City of Avenal
919 Skyline Blvd.
Avenal, CA 93204
Phone: (559) 386-5766
Fax: (559) 386-0629

ASSISTANT CITY MANAGER/DEPUTY CITY CLERK

SALARY RANGE: K

REPORTS TO: City Manager & City Clerk

DEFINITION:
Under the general direction of the City Manager, the Assistant City Manager / Deputy City Clerk plays a key role in advancing the City's strategic goals and ensuring effective organizational alignment across departments. This hybrid position supports the City Manager's office by managing projects, coordinating interdepartmental efforts, interpreting policy objectives, and representing the City Manager as delegated. The position also supports core City Clerk functions, including public records, legislative support, and elections. The incumbent is expected to operate with a high degree of discretion, professionalism, and initiative.

POSITION CHARACTERISTICS:
This position does not supervise department heads but works across all levels of the organization to support the City Manager's directives and implement City Council-adopted plans. The ideal candidate is a self-starter who demonstrates strong judgment, leadership maturity, and the ability to effectively represent the City Manager's office. The role requires excellent communication skills, the ability to manage multiple projects, and a proactive approach to problem-solving.

EXAMPLE OF DUTIES
Assistant City Manager Functions:
- Coordinate and implement City Manager and City Council strategic initiatives (e.g., Avenal Speaks, community engagement, interagency projects).
- Provide high-level project management and policy support to the City Manager.
- Represent the City Manager at internal meetings and with external stakeholders, as delegated.
- Assist in developing internal policy documents, SOPs, and administrative guidelines.
- Promote alignment across departments by clarifying priorities and interpreting City Manager objectives.
- Serve as liaison to advisory boards, community organizations, and regional partners as assigned.
- Conduct organizational research and provide recommendations to improve processes, service delivery, or policy outcomes.
- Draft talking points, staff reports, presentations, and special correspondence on behalf of the City Manager.
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Deputy City Clerk Functions:
- Assist the City Clerk with preparation and distribution of agendas, minutes, resolutions, and ordinances.
- Coordinate public records requests and maintain official records in compliance with state laws.
- Support municipal election administration and compliance with FPPC and Brown Act requirements.
- Serve as backup during the City Clerk's absence and ensure continuity of critical functions.

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KNOWLEDGE AND ABILITIES:
- Broad understanding of municipal governance and public administration.
- Ability to manage interdepartmental projects and ensure timely execution of City Manager priorities.
- Knowledge of public records management and state regulations for document retention.
- Familiarity with election laws and procedures, including the Ralph M. Brown Act and Fair Political Practices Commission (FPPC) requirements.
- Proficiency with office technology, including word processing, databases, and electronic records management systems.
- Ability to research, interpret, and apply legal documents, codes, regulations, policies, and procedures.
- Strong organizational and time-management skills to handle multiple tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to interact with the public, elected officials, and government agencies professionally.
-Ability to research, interpret, and apply laws,
-High level of confidentiality, integrity, and professional discretion.
-Notary laws

SKILLS:
Plan, organize, and coordinate a variety of services, assignments, projects, elections and programs. Research, comprehend and interpret legal documents and codes. Interpret and provide technical advice and assistance to personnel. Communicate proficiently both orally and in writing with emphasis on detail, correct spelling and proper use of grammar. Interact with the community and the public, other government agencies and elected officials. Research and prepare complex detailed reports. Manage time-lines and work schedules. Apply information systems technology. Spanish Speaking is highly preferred but not required. Work flexible hours as needed for meetings, City functions and events, etc.

TRAINING:
- Course work and training in subject matter relevant to the functions of a Public Administrator or City Clerk.
- Notary Public certification

EDUCATION AND EXPERIENCE:
-Bachelor's degree from an accredited college or university in public administration, political science, business administration, or a related field is required.
- A Certified Professional Secretary or Administrative Assistant Certificate is highly desirable and may substitute for required coursework.
-Must possess and have a valid Class "C" California Driver's License is required
- A minimum of three (3) years of progressively responsible experience in an administrative or clerical role, preferably within a government agency or City Manager's office

CERTIFICATIONS:
- Notary Public certification (preferred but not required).

EMPLOYEE SHALL WORK HARMONIOUSLY WITH ALL CITY EMPLOYEES.
ALL FULL-TIME EMPLOYEES ARE REQUIRED TO HAVE A VALID CONTACT TELEPHONE.
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Amended 9/11/2025