



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** December 19, 2023

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Authorize the Establishment of a Deputy City Clerk/Permit Clerk Position in the Fiscal Year 2023-24 Budget

**CEQA:** This is not a project for the purposes of the California Environmental Quality Act (CEQA) and has no potential for resulting in either a direct or indirect impact on the environment.

## **Recommended Action**

It is recommended that the City Council consider approving the Job Description for a Deputy City Clerk/Permit Clerk and amend the Fiscal Year 2023-24 budget to include new position.

## **Background**

In Fiscal Year 2019-20, the City's front office was adequately staffed with an Assistant to the City Manager/City Clerk, Deputy City Clerk, and a part-time Administrative Assistant. However, following the retirement of the Assistant to the City Manager/City Clerk in 2020, adjustments were made to the staffing plan. Karen Minami was promoted from Deputy City Clerk to the vacant position, and, given the unique circumstances of the pandemic, the Council approved the decision to leave the Deputy City Clerk position vacant while upgrading the Administrative Assistant position to full-time status. This staffing configuration has remained in place since 2021.

## **Discussion**

As our community emerges from the challenges posed by the pandemic, City administrative services and operational demands have rebounded to peak, pre-pandemic levels. Since the implementation of the current staffing plan, there has been a sustained increase in workload and service demands. Factors contributing to this uptick include a return to in-person meetings, a rise in the number of meetings and events, heightened permit activity, management of significant Public Works and Parks projects, oversight of the short-term rental program and business licenses, conduct of special elections, and ongoing efforts to enhance processes and technology.

Given the compelling need to address the increased workload and service demands on City Administration, it is recommended that the City Council approves the Job Description for the Deputy City Clerk/Permit Clerk position and amends the Fiscal Year 2023-24 budget to incorporate this new

position. This will help ensure that our city continues to provide efficient and effective services to our residents and businesses.

**Fiscal Impacts**

The anticipated cost of the new position, which will be filled at Step 1 in the salary range, is \$63,440, plus associated benefits. These costs will be covered by salary savings resulting from the unfilled Sergeant position, ensuring a budget-neutral impact.

**Attachments**

- Deputy City Clerk/Permit Clerk Job Description
- Amended Salary Schedule

Respectfully Submitted,

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John Guertin  
City Manager



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## **Job Description:** Deputy City Clerk/Permit Clerk

### **Definition**

Under direction, the Deputy City Clerk/Permit Clerk performs a wide variety of clerical duties such as receptionist, permit processing, dog park registrations, park rental scheduling, records management, data entry, word processing, and customer service. The position assists the City Clerk with maintaining the official records of the City and other commissions and committees, including minutes and actions taken; provides a variety of public service activities including taking in payments, resolving customer service problems and providing information and assistance regarding City services and procedures.

### **Supervisory Relationship**

Reports to the City Clerk. Works independently under the guidance of City policies, procedures, ordinances, and codes.

### **Examples of Duties** (Illustrative Only)

#### **Front Counter Duties:**

- Greets the public at the counter and on the telephone. Answers questions regarding the permit processes, park rentals, short-term-rental (STR) applications and license requirements, refers technical inquiries to proper staff. Schedules inspections. Provides explanation of policies and procedures, processes application materials, provides cashiering services.
- Reviews and accepts permit applications, initiates permit cases, and processes "over-the-counter" permits. Issues permits to the public.
- Reviews and processes short-term-rental (STR) applications and licenses, including updating registration tracking spreadsheets, mails compliance letters, and tracks management/ownership changes on rental properties.
- Processes and tracks dog park registrations.
- Schedules and processes park facility rentals.

### Clerk Duties:

- Utilizes a variety of computer programs, including a (STR) tracking system, word processing, spreadsheet and database applications.
- Maintains filing systems. Assists staff and public with record requests.
- Prepares routine correspondence and takes meeting notes. Assists with special and routine mailings.
- Collects and receipts payments for building, encroachment, fence and other permits, business licenses and other revenues due to the City.
- Assists with business license tracking, and billing.
- Performs other related duties within the scope of the classification.

### **Knowledge, Skills, and Abilities**

The City Clerk should possess the following knowledge, skills, and abilities:

- Standard office practices and procedures including ability to file alpha-numerically, indexing, cross reference methods, etc.
- Good working knowledge of standard office equipment operation, including desktop computers and standard office software applications.
- Purpose, practices, and policies of the City, including the operational relationships between the City, other governmental agencies and community groups and agencies.
- Knowledge of business English including reading, composition, punctuation, spelling, grammar and format. Legible handwriting.
- Knowledge of record-keeping principles and procedures.
- Good oral communication skills, interpersonal sensitivity, assertiveness and stress tolerance for dealing with the public.
- Strong customer service skills to work with a variety of citizens and personnel using tact, courtesy and good judgment.
- Strong computer skills including word processing, data entry/retrieval, spreadsheet applications.
- Good written communication skills to prepare minutes, correspondence and reports.
- Ability to work independently in carrying out position responsibilities.
- Ability to handle several tasks simultaneously and to plan and organize work to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.

## **Education and Experience**

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical qualification would be:

- Two years clerical experience in a busy office environment, including public reception duties with extensive public contact.
- Experience utilizing a variety of computer software applications including data entry/retrieval, spreadsheets, word processing, files maintenance and records management.

## **License and Certificates**

The Deputy City Clerk/Permit Clerk should possess or have the ability to obtain:

- A Notary Public certification.
- A Certified Municipal Clerk certification is highly desirable.

## **Working Conditions:**

Physical Demands:

Work is performed primarily in a standard office setting with moderate noise levels and controlled temperature conditions. The position involves using standard office equipment, including a computer. While the role is primarily sedentary, standing and walking between work areas may be required. The Deputy City Clerk/Permit Clerk should have finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasionally, the employee may need to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The ability to lift, carry, push, and pull materials and objects up to 25 pounds is also necessary.

Environmental Elements:

The Deputy City Clerk/Permit Clerk works in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances.

Special Requirements:

The Deputy City Clerk/Permit Clerk is required to attend various meetings, some of which may occur at night.

**Note:** This job description is not exhaustive and may be subject to changes and additional duties as assigned by the City Clerk and/or City Manager.

CITY OF DEL REY OAKS Revise 12/19/23  
SALARY SCHEDULE FOR FISCAL YEAR 2023-2024

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Contract
<b>City Manager</b>	Per Contract					
Monthly						16,844.50
Bi-weekly						7,774.40
Hourly Rate						97.18
Annual						202,134.00
<b>Chief of Police</b>	Per Contract					
Monthly						13,333.33
Bi-weekly						6,154.00
Hourly Rate						76.93
Annual	-	-	-	-	-	160,000.00
<b>City Clerk</b>						
Monthly	6,974.92	7,323.33	7,689.08	8,073.83	8,477.75	
Bi-weekly	3,219.20	3,380.00	3,548.80	3,726.40	3,912.80	
Hourly Rate	40.24	42.25	44.36	46.58	48.91	
Annual	83,699.00	87,880.00	92,269.00	96,886.00	101,733.00	
<b>Deputy City Clerk/Permit Clerk</b>						
Monthly	5,286.67	5,551.83	5,829.17	6,120.42	6,427.17	
Bi-weekly	2,440.00	2,562.40	2,690.40	2,824.80	2,966.40	
Hourly Rate	30.50	32.03	33.63	35.31	37.08	
Annual	63,440.00	66,622.00	69,950.00	73,445.00	77,126.00	
<b>Administrative Assistant</b>						
Monthly	4,550.00	4,777.08	5,016.25	5,267.58	5,531.08	
Bi-weekly	2,100.00	2,204.80	2,315.20	2,431.20	2,552.80	
Hourly Rate	26.25	27.56	28.94	30.39	31.91	
Annual	54,600.00	57,325.00	60,195.00	63,211.00	66,373.00	
<b>Police Commander</b>						
Monthly	8,526.67	8,952.58	9,400.33	9,869.83	10,363.08	
Bi-weekly	3,935.40	4,131.96	4,338.60	4,555.32	4,782.96	
Hourly Rate	46.85	49.19	51.65	54.23	56.94	
Annual	102,320.00	107,431.00	112,804.00	118,438.00	124,357.00	
<b>Police Sergeant</b>						
Monthly	7,525.67	7,902.42	8,297.42	8,712.33	9,147.33	
Bi-weekly	3,473.40	3,647.28	3,829.56	4,021.08	4,221.84	
Hourly Rate	41.35	43.42	45.59	47.87	50.26	
Annual	90,308.00	94,829.00	99,569.00	104,548.00	109,768.00	
<b>Police Officer</b>						
Monthly	6,490.08	6,814.08	7,154.42	7,513.00	7,887.92	
Bi-weekly	2,995.44	3,144.96	3,302.04	3,467.52	3,640.56	
Hourly Rate	35.66	37.44	39.31	41.28	43.34	
Annual	77,881.00	81,769.00	85,853.00	90,156.00	94,655.00	
<b>Public Works Supervisor</b>						

Monthly	5,655.83	5,938.42	6,234.83	6,546.83	6,964.50
Bi-weekly	2,610.40	2,740.80	2,877.60	3,021.60	3,214.40
Hourly Rate	32.63	34.26	35.97	37.77	40.18
Annual	67,870.00	71,261.00	74,818.00	78,562.00	83,574.00
<b>Temporary/Part Time EE</b>					
Hourly Rate	At the discretion of the City Manager				50.00