



CITY CLERK

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under policy direction from the City Manager, the City Clerk is responsible to plan, direct, manage and oversee the activities and operations of the City Clerk's Office in accordance with the State of California Government Codes and ordinances adopted by the City Council. The City Clerk coordinates assigned activities with other City departments and outside agencies and is responsible to provide highly responsible and complex support to the City Manager and City Council.

Classification Characteristics:

This at-will position exercises direct and indirect supervision over professional and administrative staff.

Essential Functions:

- Assume management responsibility for all City Clerk's Office services and activities; recommend and administer policies and procedures.
- Maintain custody and direct the processing of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance documents and meeting minutes; certify copies as required; attest, publish, index and file ordinances and resolutions; receive and process claims and litigations filed against the City and legal publications.
- Attend City Council meetings and record all official proceedings; oversee the preparation of minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the City Council.
- Assume responsibility for the preparation, organization and distribution of the agenda and agenda packet materials for the City Council and other meetings. Assist departments in the preparation of agenda staff reports and correspondence.
- Execute and certify official City documents; maintain custody of the City seal; administer and file oaths and affirmations; take affidavits and depositions pertaining to City affairs.
- Plan, manage and conduct municipal elections and special elections; ensure conformance with the California Elections Code, Political Reform Act and other government codes; coordinate, receive and certify sufficiency/insufficiency of ballot measures, initiative petitions, arguments, rebuttals, referendums, recalls and impartial analyses; prepare candidate's notebooks and provide necessary information to candidates, committees and the public; serve as filing officer for the Fair Political Practices Commission (FPPC) for campaign disclosure filings; maintain election documents for public inspection; declares election results; administer and file oaths of office.
- Manage the City's disclosure requirements for designated employees; distribute disclosure forms and regulations.

- Oversee the City's public records program; ensure compliance with the Public Records Act, the Freedom of Information Act and the Brown Act; review and monitor legal requests for records; ensure that all public records are open to inspection at all times during office hours and that every person's right to inspect and public record of the City is upheld.
- Manage the codification and revision distribution to the City's Municipal Code.
- Oversee and direct the review of applications and issuance of U.S. Passports in accordance with the U.S. Passport Agency.
- Administer the City's legislative program; monitor, analyze and evaluate legislation and other intergovernmental activities affecting the City; review requests from other organizations requesting letters of support or opposition; provide legislative information to departments for review and comment; track the status of items sent for review and a prepare a summary for the City Manager's and City Council's consideration; and prepare or appropriate response to legislation impacting City operations or the community at large.
- Administer the City's contract compliance program; review contracts for completeness and accuracy; ensure that insurance requirements are met and are in compliance with the City's purchasing policies and regulations.
- Receive, investigate and respond to difficult and sensitive problems and complaints in a professional manner; take necessary corrective action.
- Assess and monitor workloads, administrative and support systems, and internal reporting relationships; identify opportunities for improvement in efficiency and effectiveness; direct and implement changes.
- Select, train, motivate, evaluate and mentor City Clerk's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee the development and administration of the City Clerk's Office budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the City Clerk's Office to other City departments, elected officials and outside agencies; coordinate City Clerk's Office activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; research emerging trends, innovations, products and enhancements and their applicability to City needs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Qualifications:

Knowledge of:

- Pertinent Federal, State and local laws, codes and regulations including the Political Reform Act, Ralph M. Brown Act and the Public Records Act.
- Election laws and procedures.
- Terminology of ordinances and resolutions.
- Methods of contract compliance.
- Principles and practices of records management including records retention laws.
- Principles and practices of minute taking and preparation.

- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Provide leadership that includes building strong work relationships, empowering and mentoring staff, contributing to the City's culture of ethics and integrity and embracing and fostering the City's Mission and Values Statements.
- Provide information and organize material in compliance with laws, regulations and policies.
- Lead and direct the operations, services and activities of the City Clerk's Office.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer department goals, objectives and procedures.
- Prepare clear and concise administrative reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, State and local policies, laws and regulations.
- Plan, organize, direct and coordinate the work of City Clerk's Office staff.
- Select, supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Five years of increasingly responsible experience in a municipal City Clerk's Office that includes two years in a supervisory capacity.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration or a related field.

License or Certificate:

Possession of a California Class C Driver's License.

Working Conditions:

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries and for documenting actions in public meetings. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.