

## CITY CLERK

### DEFINITION

Under administrative direction of the City Manager, performs a wide variety of professional administrative, confidential and executive support in the following departments: administration, city clerk, and personnel/risk management.

### CLASS CHARACTERISTICS

The City Clerk is a mid-management position that is responsible for performing, overseeing and supervising the functional operations of the Agenda Management, Records Management, Elections, and Political Compliance programs of the City, as well as the operations of the Human Resources/Risk Management and all assigned areas within Administration. Works independently while using tact and discretion, as well as directly and indirectly supervises administrative support staff. This position requires a flexible schedule for evening work at two (2) regular City Council meetings per month, as well as Special City Council meetings as assigned.

### EXAMPLES OF DUTIES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. Prepare and distribute agendas and minutes for City Council, Planning Commission, and all committee meetings, ensuring agendas and required related notices are prepared, posted and published in accordance with applicable laws and statutes.
2. Attend City Council meetings and records all official proceedings; prepare minutes and other documentation of actions taken; direct the publication, filing, and safekeeping of all proceedings of the Council.
3. Administer democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public while adhering to the Political Reform Act, the Brown Act, and the Public Records Act.
4. File campaign statements and Statements of Economic Interests required by Council members, designated City employees and advisory body members to meet legal requirements; monitor filing of financial reporting statement for elected officials, candidates and committees as required.
5. Capture and maintain City Council, Planning Commission, and committee meeting minutes, official City records and legal documents in accordance with legal requirements; certify documents; and process and file sensitive information and legislative documents following Council meeting action, as well as noticing public meetings.

6. Maintain custody of official records and archives of the City, including ordinances, resolutions, contracts, agreements, deeds, insurance and bond certificates, and minutes; certify copies of official records as required; attest, publish and file ordinances and resolutions; execute official City documents; maintain custody of City Seal, administers and files Oaths of Office.
7. Coordinate responses to requests for City records covered under the Public Records Act.
8. Directly and indirectly supervise administrative support staff.
9. Assist and oversee the City's self-insured programs and coordination with the Self-Insured Joint Powers Authority.
10. Receive and process all claims filed against the City by the public.
11. Act as the liaison between the public, City Departments and Council; coordinating ceremonial and official functions/special events.
12. Coordinate and track all mandatory trainings for employees, as well as elected and appointed City officials.
13. Process, record and maintain City contracts and agreements.
14. Prepare and handle sensitive and confidential information including employee negotiations, personnel and disciplinary actions.
15. Manage the codification of City ordinances into the municipal code.
16. Responsible for the administration of the City's insurance and risk management programs.
17. Coordinate opening of City bids and certifies results of each bid.
18. Manage the City's website, as well as other social media forums as assigned.
19. Act as the Custodian of Records.
20. Coordinate/manage all human resources functions; such as recruitment, testing, pre-employment, hiring and terminating of employees.
21. Perform general administrative work as required, including, but not limited to, attending and conducting meetings, reviewing and preparing correspondence, entering computer data and preparing reports, copying and filing documents, sending and receiving faxes, email and or other city-related communication, etc.

22. Provide executive administrative support to the City Manager including, but not limited to, maintaining his/her calendar, making travel arrangements; coordinating meetings and conferences, as well as preparing correspondence on his/her behalf.

23. Continuously monitor and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes.

## **MINIMUM QUALIFICATIONS**

### Education and/or Experience:

*Any combination of education, training and experience that will provide the ability to perform the work and provide the performance results as stated above. A typical way of gaining the knowledge and skills required for this classification is:*

### **Experience**

Five years of progressively responsible experience performing tasks common to programs carried out by a City Clerk, with experience working in a government setting or working for boards or commissions desired.

### **Education/Training**

Equivalent to a high school diploma supplemented by administrative support courses. An AA degree in business or a related field is desired.

### Knowledge of:

City organization and departmental relationships, programs, services and other functions; government codes, city policies and procedures, ordinances, laws and other applicable governing documents; modern office practices and procedures; and data processing methods and procedures including proficiency with software applications, and operation of standard office equipment.

### Physical Demands:

Requires the ability to sit for long periods of time throughout the workday; manual dexterity and vision sufficient to operate standard office equipment for potentially long periods of time without experiencing abnormal hand, wrist or eye strain; mobility to work in a standard office environment, and use standard office equipment; hearing and speech sufficient to communicate and understand conversations, both in person and on the telephone; ability to lift objects up to 25 pounds without assistance.

### Ability to:

Plan, organize, direct and monitor the activities of the City Clerk's department, supervise and evaluate administrative support staff; engage in highly confidential and sensitive work activities which require timely action; exercise sound judgment, tact, resourcefulness and leadership in dealing with the public, City officials, commissions and committee members, outside agencies and other City departments; develop and maintain harmonious relations with superiors, supervisors, employees, other agencies and the general public; prepare correspondence and reports on various subjects in a clear and concise manner; understand and interpret a wide variety of written ordinances, laws, policies, regulations, and related documents. Independently initiate, prioritize, perform or solve problems related to deviations in work assignments in order to meet fixed or fluctuating deadlines. Communicate effectively both orally and in writing and establish effective working relationships within the employing department and with other departments.

*Special Requirements:* Must possess a valid California driver's license. May be required to obtain a Notary Public commission within one year from the date of appointment.