

CITY CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Oversee the activities of the City Clerk's Office; perform a variety of highly responsible, confidential and complex administrative duties for the City Manager, Mayor, and City Council; act as a liaison between the City, outside agencies, and the public; attend Council meetings, prepare minutes and reports; act as the City's election official and the filing officer and filing official as required under the Political Reform Act; and serve as Assistant to the Public Information Officer.

DISTINGUISHING CHARACTERISTICS

This position reports directly to the City Manager and is distinguished from Deputy City Clerk by the broad scope of duties and use of independent judgment required. This position may exercise supervision over clerical staff in Administration.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assumes management responsibility for all City Clerk's Division duties and service delivery.
- Prepare a variety of complex and confidential reports, letters, memoranda, forms, resolutions, ordinances, agreements, and statistical charts.
- Independently prepare correspondence from rough draft or verbal instructions; take and transcribe meeting minutes.
- Maintain a tracking system to accurately record expiration dates of City agreements, ordinances resolutions, and other documents to ensure proper follow-up.
- Attend a variety of meetings, including evening meetings; prepare presentation materials for meetings; distribute information to City staff and the public.
- Maintain an accurate legislative history of the City that is easily accessible to staff and to the public.
- Coordinate Public Records Act requests to ensure timely response and full compliance with the Public Records Act.
- Review and monitor pending and adopted legislation at the Federal, State, and local levels; advise the City Council, City Manager, and other management members as appropriate.
- Perform Notary Public duties; certify and record legal documents; certify with the City's seal and attest signatures on ordinances, resolutions, contracts, easements, deeds, and other documents as required.
- Oversee the codification of ordinances in the City's Municipal Code.
- Accept subpoenas, summons and complaints on behalf of the City and maintain a litigation log.

- Coordinate with other departments and the City Attorney's Office to assist with research and preparation of Council meeting staff reports and packets; utilizing an agenda management software program, prepare and publish agendas and agenda packet material.
- Administer, coordinate and manage the City's records management program, including reviewing and updating the City's records retention schedule, preparing records management policy guidelines for staff, and overseeing a records management citywide committee to ensure compliance with appropriate guidelines for records management and disposition
- Manage the City's electronic document management system to ensure standards of indexing and quality of input for all departments in keeping with the City's records management program. Implement and maintain a system of providing the public with the ability to request and access public records through the City's website.
- Post, publish, and distribute notices for meetings, public hearings, and public bid openings.
- Administer Oath of Office for City officials and staff.
- Research and recommend technological advancements in the field and be committed to an innovative approach to open government principles and quality service delivery.
- Update the City's Conflict of Interest Code at appointed intervals.
- As the Filing Officer/Official under the Political Reform Act maintain a log of all elected and appointed officials, staff and consultants required to file Statements of Economic Interests and those required to attend AB1234 Ethics Training; advise them of these requirements in a timely fashion; and review filed statements for compliance with state law and local regulations.
- Recruit for vacancies on boards, commissions, and committees and maintain an accurate legislative history of appointments and records of memberships.
- Serve as assistant to the Public Information Officer during emergencies; prepare and distribute information; organize press conferences and maintain contact with the media; issue information releases to the media and on the City's Public Access Channel.
- As the City's Election Official prepare election notices, election related reports, election handbooks, and other election related materials for the candidates, proponents of ballot measures, and the public; ; coordinate election timelines and materials with the County Registrar of Voters; and assist with coordination of political information meetings.
- As Filing Officer provide information to candidate and committees regarding campaign filing statement obligations and Fair Political Practice Commission regulations and review filed statements for compliance with state and local regulations. Resolve difficult and sensitive complaints and inquiries from the public and prepare responses to review with the City Manager as appropriate.
- Interview, make hiring recommendations, train, and supervise staff and prepare performance evaluations.
- Review, research, summarize, and prepare information for a variety of reports, correspondence, and special projects.
- Maintain informational material on the City's website including: city council meeting dates, agendas, packet material, videos; the municipal code; boards and commissions information; election information; access to public records; general information related to the city clerk and city council; and other information to provide the public with ease of access to information and documents.

- Coordinate the City’s Public Access Channel schedule, programming, and bulletins.
- Schedule meetings and appointments for the City Manager, Mayor, and Council; screen office visits and telephone calls; prepare routine correspondence.
- Assist with preparation of the annual budget; compile and input budget data; submit budget recommendations for the City Clerk’s Office.
- Assist other management personnel in general city management projects.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office procedures and equipment.
- Software programs used for agenda management, document management, and records management.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of filing and record keeping.
- Basic principles of supervision, training, and performance evaluation.
- English usage, spelling, grammar, and punctuation.
- Rules and regulations governing public meetings.
- Pertinent laws, regulations and guidelines related to The Brown Act, The Political Reform Act; the Government Code, the Election Code, the Public Records Act, and Rules of Parliamentary Procedure.

Ability to:

- Plan, organize, and schedule office priorities.
- Interpret and apply policies, procedures, and regulations.
- Independently perform difficult administrative support in a confidential manner.
- Proficiency with various software programs such as Microsoft Office including Word, Excel, and PowerPoint
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education and/or Experience:

Five years of full time increasingly responsible administrative experience, including two years in a City or County Clerk’s Office.

Certificates (desirable, not required):

- Certified Municipal Clerk.
- Notary Certificate.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Probationary Period:

This position has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
City Clerk	5/2003			1002	Exempt	1
City Clerk		3/2016		6305	Exempt	3

APPROVED: _____
Administrative Services Director

Date: _____