



CITY CLERK

DEFINITION

The City Clerk plans, organizes, and directs all functions and responsibilities of the City Clerk's office as specified by the City Council and as required by law. The City Clerk is an at-will position that is appointed by and sits at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS

The City Clerk is the local official for elections, local legislation, the Public Records Act, the Political Reform Act, and the Brown Act (open meeting laws). The City Clerk is a position operating out of the City Manager's Office upon which the City Council, all City departments, and the general public rely on for information regarding the operations and legislative history of the City. The City Clerk serves as the liaison between the public and City Council and provides related municipal services. This is an exempt position, recognized as a Management Position, in which the incumbent serves in an at-will capacity.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager or his/her designee. May supervise professional level staff, as well as clerical, technical and temporary staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

The City Clerk performs the following duties which may include, but are not limited to:

- Coordinates and prepares agenda for City Council and designated commission meetings.
- Reviews agenda items for compliance with legal requirements.
- Organizes completed staff reports.
- Reproduces and distributes agenda packages to appropriate individuals and organizations.
- Ensures the City Council Chamber is in proper order for all meetings.
- Attends City Council and designated commission meetings, acts as recording secretary and prepares minutes.
- Prepares "action" letters and appointments for follow-up activity resulting from City Council meetings.
- Establishes and maintains a reminder or follow-up system to ensure continued items are placed on the appropriate City Council agenda.

- Maintains a comprehensive general index of the official meeting minutes and files of all city records, including City Council actions for follow-up and/or filing, maintenance and storage.
- Administers oaths or affirmations.
- Takes and certifies affidavits and dispositions pertaining to city affairs.
- Prepares, administers and monitors assigned budgets.
- Prepares proper attestation for adopted ordinances and resolutions.
- Posts and distributes completed documents in accordance with established procedures.
- Maintains the Municipal Code and establishes supplemental procedures in order to update and republish the Code as required.
- Coordinates and/or performs all clerical functions for the City Council.
- Coordinates, plans, and conducts regular and special consolidated municipal elections.
- Oversees campaign and Fair Political Practices Commission related filings according to established procedures and State law for elected officials and designated employees.
- Certifies action taken by the City Council regarding conveying or receiving property.
- Files documents, as required, with the County Recorder.
- Manages the citywide records management program.
- Serves as custodian of the official City Seal and archives.
- Maintains custody of official records including ordinances, resolutions, contracts, agreements, deeds, minutes, and certifies copies as required.
- Attests, publishes, indexes and files ordinances and resolutions.
- Oversees the publication of legal notices, postings and mailings.
- Coordinates the appointments to city boards and commissions.
- Trains, evaluates, supervises and disciplines staff assigned to the City Clerk function.

KNOWLEDGE AND ABILITIES

Federal State, Local and City laws and regulations pertaining to records principles, systems, procedures and processes.

- State Government Code as it pertains to the office of City Clerk
- California Public Records Act
- Political Reform Act, Brown Act, and California Elections Code
- Filing provisions of the State Fair Political Practices Commission requirements for Statement of Economic Interests and Campaign Disclosure documents.
- Principals and practices of modern public administration including roles of a Council/Manager form of government.
- Communicate clearly and concisely, both written and verbal.
- Develop and maintain effective work relationships with those in contact with during course of work.
- Makes independent decisions.
- Exercises confidentiality.
- Reads, interprets and applies policies, procedures, rules and regulations.
- Developing and administering sound policies.
- Budgeting procedures and techniques.

- Principles and practices of effective record, file and archival management.
- Word processing and agenda management software
- Audio-visual equipment operation.
- Works well under pressure with strict deadlines.
- Maintains consistent and punctual attendance.
- Bilingual – Knowledge of a second language is beneficial.

MINIMUM QUALIFICATIONS

Education and Experience: *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education: Bachelor's degree from an accredited college or university in public administration, business administration, or closely related field.

Experience: Five (5) years of experience in performing high-level and complex administrative and analytical work, including two (2) years supervisory experience, preferably in a public agency. Experience in a City Clerk's office is desirable.

Licenses and Certificates: Possession and maintenance of a valid California driver's license. Must be able to obtain and maintain a Notary Commission within twelve (12) months of employment. Possession of Certified Municipal Clerk (CMC) designation is highly desirable. Ability to obtain certification as a Certified Municipal Clerk within three (3) years if not already obtained.

SUPPLEMENTAL INFORMATION

Working Conditions: Attends off hour City Council meetings, planning sessions and special events.

Physical Demands: Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 25 pounds of force occasionally.

Other Requirements: Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.