

CITY CLERK

DEFINITION

~~This is an elected position established by City Charter. The occupant of this classification is in the unclassified service. This exempt management classification has primary responsibility for directing the operations of the City Clerk's Office, which includes maintaining the City's legislative history; administering municipal elections; ensuring legislative compliance; and administering the City's record management program. The City Clerk is also responsible for facilitating the work of the City Council by attending all City Council meetings and recording and maintaining a full and true record of their proceedings, maintaining ordinance and resolution books, and keeping the public informed/informing residents of all City Council actions, and supervising City elections. This position functions as a member of the City Manager's management team.~~

SUPERVISION RECEIVED AND EXERCISED

~~This is an elective position. The position assigned to this classification reports to the Administrative Services Director or designee. Responsibilities include supervision of the Deputy City Clerk, the Records Management Coordinator, and an Administrative Secretary-professional, technical, administrative support staff.~~

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- ~~1. Directs, plans, and manages the activities of the City Clerk's Office including management and preservation of official City public documents and records, coordinating responses to Public Records Act requests, and providing public passport services.~~
- ~~2. Coordinates and supervises the preparation of the City Council agenda and supporting reports for all City Council meetings.~~
- ~~3. Attends each/all City Council meetings of the City Council and prepares official minutes of the meetings. Establishes and maintains all permanent records of the actions taken by the City Council as required by the City Charter and by state law, and informs the public on actions approved by the City's governing bodies.~~
- ~~4. Provides advice to City Council, and board and commission staff liaisons on parliamentary procedures, and agenda and minutes preparation and posting.~~
- ~~5. Maintains and ensures compliance of the City's Conflict of Interest Code.~~

- ~~4.6.~~ Serves as custodian of the City seal, bonds, contracts, deeds of conveyance, and other legal documents. Retains seal of Notary Public and notarizes legal documents for all departments of the City.
7. Assures the proper processing, recording when necessary, and filing of all official documents and records of the City. Maintains secure files of all original ordinances and resolutions passed by the City Council.
8. Oversees the coordination of City Council -appointed boards and commissions.
9. Maintains and preserves official City documents, including Resolutions, Ordinances, Municipal Code and City policies, ensuring they are properly posted and up to date.
10. Supervises and participates in the conduct of all municipal elections. Sets and publishes, as required by code and state law, all ballot information, requirements for Council candidates, charter amendments, and ballot questions or referendum/initiative petition questions. Receives absentee ballots and conducts absentee voting. Assures proper delivery of ballots at the close of polls to the county election department. Assures proper processing of ballots by the county election department and certifies the results of each elections. Ensures compliance with the campaign provisions of the Political Reform Act.
- ~~2.11.~~ Knows and supports City goals and policies, and develops necessary supporting plans, programs, and policies/procedures. Interprets ~~approved policies and plans~~ City goals and policies to departmental staff and directs their day to day activities ~~so as to attain these policies and plans in support thereof.~~
- ~~3.12.~~ Supervises the work of subordinates and assures the legality, accuracy, and timeliness of their work.
- 4.13. Assigns, selects, trains, motivates, disciplines, and directs the staff of the department to accomplish the departments' functions. Reviews the performance of subordinates and assures their proficiency.
- ~~5.14.~~ Advises and consults with the ~~City Manager~~ department head on all significant problems, issues, and matters.
- ~~6.15.~~ Keeps abreast of developments and improved techniques in his/her field and adopts those which will contribute significantly to better department performance.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- ~~Record retention as it relates to City government~~ Principles of records management and retention.
- ~~State of California Government and Election Codes. laws regulating City operations and the operation of the City Clerk's office.~~
- Political Reform Act.
- Fair Political Practices Commission (FPPC) filing requirements.
- Roberts Rules of Order.
- City Municipal codes, ordinances and resolutions.
- ~~Election laws and procedures.~~
- ~~Principles and practices of modern office management.~~
- ~~Political reform requirements.~~
- ~~Records management principles and systems.~~
- ~~Business English, spelling, and arithmetic.~~
- Budget development and management.

- ~~Principles of supervision, training, and performance evaluation~~Management and supervisory principles and practices.

Skill and Ability to:

- ~~Operate a tape recorder.~~
- ~~Develop, implement, administer, and maintain administrative policies, procedures, programs and regulations.~~
- ~~Interpret and apply policies, laws, and regulations.~~
- Interpret and apply policies, laws, and regulations affecting the City Clerk's department.
- ~~Keep abreast of current developments in Elections Law, the Government Code, City regulations and FPPC requirements.~~
- ~~Effectively review and revise reports prepared by others.~~
- ~~Prepare and present clear and concise oral and written reports and recommendations.~~
- ~~Provide information and organize material in conformance with laws, regulations and policies.~~
- ~~Serve as a historical and legislative resource for the City Council, City staff, and public.~~
- ~~Meet the public and understand their questions and provide information in an accurate and timely fashion.~~
- Communicate clearly and concisely both orally and in writing.
- Select, supervise, train and evaluate assigned staff.
- ~~Establish and m~~Maintain effective working relationships with subordinates and other employees city staff, and council members, City Council, and City boards and commissions.
- Provide effective customer service.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. Possession of Notary Public and Certified Municipal Clerk (CMC) designation is desirable.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: A Bachelor's degree from an accredited college or university in public or business administration or a related field, and a minimum of five years of increasingly responsible experience performing complex administrative duties in a City Clerk's office, or equivalent experience in a similar government agency. At least two years of experience must have included management/supervisory responsibilities.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- May be required to work at a video display terminal for prolonged periods.
- Is subject to office environmental conditions.
- May be required to use personal vehicle in the course of employment.

- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings, ~~or~~ weekends and holidays.