

CITY CLERK SPECIALIST

DEFINITION

The occupant of this classification is in the classified service. The positions assigned to this classification are responsible for providing administrative and technical support in the operations of the Office of the City Clerk. This position will also oversee the design, implementation, coordination and maintenance pertaining to the City's records management program.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the City Clerk or designee. May supervise administrative 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. Performs a variety of complex and responsible administrative duties in the Office of the City Clerk.
2. Designs, implements, coordinates and maintains a comprehensive City-wide records management program.
3. Supervises the publication, filing, indexing and safeguarding of all City Council, Housing Authority, Parking Authority, Oversight, Successor Agency, and other Board, Commission, and Committee meeting proceedings. Supports and maintains the City's Legislative history.
4. Assists visitors with issues regarding the activities of the Office of the City Clerk.
5. Assists with the organization, conduct, and activities of municipal elections.
6. Composes and prepares correspondence/documents, including City Council actions.
7. Coordinates the activities of City Council appointed committees, boards, and commissions.
8. Coordinates City Council schedules and travel needs.
9. Makes presentations and training workshops to City departments regarding records management programs and assists departments in the implementation of records management policies, procedures, and techniques, including filing systems, indexing, forms design, and central records storage, retrieval and disposition.
10. Supervises the maintenance, conversion, inventory and retention of microfilm, optically imaged and/or paper records.
11. Coordinates records retention, off-site retrieval of records, and destruction of records with City departments, in accordance with legal requirements and records management policies and procedures.

12. Develops and updates policies, manuals, and procedures according to current legal requirements for records management program.
13. Monitors the receipt of sealed bids on behalf of the City and conducts formal bid openings.
14. Maintains an accurate and up-to-date inventory of all records in storage. Performs records analysis, inventory and retention of records and prepares destruction list for approval.
15. Maintains files, indexes and distributes various codes and forms for reports required under the Fair Political Practices act.
16. Acts as notary public and a passport acceptance agent.
17. May serve as backup to the City Clerk as required, which may include attending City Council meetings, study sessions, and joint liaison meetings.
18. Performs other related duties, as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of records management and retention.
- Applicable federal, state and municipal laws, including those related to elections, agendas, meeting procedures, statements of economic interest and campaign statement filings.
- Modern office procedures, methods, programs, and equipment.

Skill and Ability to:

- Design, implement and maintain a records management program.
- Communicate effectively, both orally and in writing.
- Interpret and apply applicable policies, laws, and regulations.
- Keep abreast of current developments in Elections Law, the California Government Code, City regulations and California Fair Political Practices requirements as it pertains to the City Clerk profession.
- Establish and maintain effective working relationships with City staff, City Council, and City boards and commissions.
- Provide effective customer service.
- Use sound independent judgement and initiative.
- Communicate utilizing electronic devices and methods

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: Bachelor's Degree in Business or Public Administration or a closely related field. Two years of recent, paid work experience coordinating a comprehensive records management program or

performing administrative duties in a City Clerk's Office, or equivalent experience in a similar government agency.

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 involves the occasional lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 100 pounds.
- 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, weekends and holidays.