

## JOB DESCRIPTION



## CITY CLERK

### DEFINITION

Under the general direction of the City Manager, or his/her designee, plans, organizes, and provides direction and oversight to and participates in all City Clerk's Office functions and activities including maintenance of official records and documents including contracts, official bonds, resolutions and ordinances; to serve as liaison between members of the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager, City Attorney, Mayor and members of the City Council.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (**E=Essential Duty; M=Major Portion of Time**)

- Assumes full management responsibility for all City Clerk's Office services and activities. (E,M)
- Contributes to the overall quality of the office's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs. (E)
- Attends City Council meetings, records, prepares and maintains all council legislative actions and proceedings. (E-M)
- Assists with preparation and distribution of the City Council agenda packets for regularly scheduled and special meetings. (E-M)
- Assists with and produces a variety of projects, reports, meeting minutes, correspondence, and bid specifications, requests for proposals, public notices, records and similar material. (E, M)
- Maintains security of confidential information. (E)
- Serves as custodian of official city records, maintains custody of the official City seal, develops and manages the processing, indexing codification and retrieval of all official documents and records in compliance with legal requirements and policy, codifies, maintains, and disseminates hard copies and electronic versions of the City's Municipal Code. (E,M)
- Prepares and processes Notices of Public Hearings for City Council public hearings, in accordance with legal requirements.
- Receives and distributes documents addressed to the City Council. (E)
- Responds and coordinates responses to Public Records Act requests. (E,M)
- Maintains a City-wide Records Management Program and oversees destruction of records as allowed by law. (E)
- Maintains appointive lists for various boards and commissions appointed by the City Council.
- Administers and files oaths of office, affirmations, and acknowledgments; Processes ordinances and resolutions approved by the City Council; Attests to a variety of documents as required, including ordinances, resolutions, and subpoenas. (E)
- Serves as the City's Elections Officer, oversees the issuing and verification of nomination papers; provides information to candidates; and ensures timely filings as required by the Elections Code. Acts as Filing Officer for filings and conflict of interest statements as required by FPPC and the Local Conflict of Interest Code. (E)
- Stays abreast of new trends and innovations in elections and records management. (E)
- Monitors and evaluations the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal relationships; identifies opportunities for improvement, and directs the implementation of changes. (E)
- Supervises, trains, mentors, and evaluates assigned staff. (E,M)
- Receives and processes liability claims for damages; receives subpoenas served upon City or City employees.
- Manages and participates in the development and administration of the City Clerk budget. (E)

- Maintains the Qualified Contractors list; receives and opens bids. (E)
- Assists the public and City staff by providing information and research assistance; responds to and resolves difficult and sensitive citizen inquiries and complaints. (E-M)
- Provides highly responsible and complex administrative support to the City Manager; provides staff assistance to the Mayor and City Council; prepares and presents staff reports and other necessary correspondence; assists Administrative departments, as assigned. (E,M)
- Works flexible hours. (E)

## **QUALIFICATIONS**

State statutes establish certain qualifications for the City Clerk position, however, the following are useful knowledge and skills necessary to perform the office effectively:

### **Knowledge of:**

- Applicable Federal, State, and local laws, codes, and regulations.
- English usage, grammar, spelling and punctuation; standard office practices and procedures, including the operation of standard office equipment.
- Organization, procedures and operating details of a municipal government; procedures, legal requirements, and methods of disseminating public information.
- Brown Act regulations, election laws, Public Records Act, State Tort Claims Act, informal bidding requirements for public works, Fair Political Practices Act, and public official disclosure requirements.
- Automated and manual records management principles and practices, including legal requirements for record keeping, retention, and disclosure.
- Principles and practices of data collection and report preparation.
- Personnel selection, supervision, management and development.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work of the City Clerk's office, to include, but not limited to: Microsoft Office Suite, Microsoft Outlook, Internet, Granicus, Laserfiche, and Code Publishing, Inc.

### **Ability to:**

- Perform responsible administrative and clerical work involving the use of independent judgment and personal initiative.
- Prepare clear, concise and complete minutes, documentation, and other reports and correspondence.
- Read, understand, and analyze statutes, regulations, and City ordinances.
- Prepare and administer a budget.
- Handle confidential material in an effective manner; work cooperatively with other departments, City Officials, and outside agencies; interpret and apply administrative and departmental policies, laws, and rules.
- Communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Work under pressure to meet established deadlines.
- Take and transcribe meeting minutes accurately and rapidly.
- Operate a computer system for a major portion of the workday requiring manual dexterity.
- Type accurately from clear copy and audio recordings at a speed of not less than 45 words per minute.
- Spell correctly and use correct English grammar.
- Compose general correspondence and letters.
- Monitor various deadlines and legal requirements for compliance with regulations.
- Explain and administer municipal laws and procedures including election laws and political reform requirements.
- Sit for long periods of time, possibly up to 5 hours.
- Attend evening meetings as required.

### **Education and Experience:**

*Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical way to obtain the knowledge and skills outlined above would be:*

Equivalent to completion of two years of college or possession of an Associate of Arts degree with major coursework in office administration, public administration, or a closely related field, and three (3) years of municipal government experience, preferably with a City Clerk's Office, including two (2) years of supervisory experience.

**Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License
- **Current typing certificate of 45 wpm to be submitted at time of application.**
- Possession of, or ability to obtain, certification as a Notary Public Certificate.
- Possession of, or ability to obtain, certification from the International Institute of Municipal Clerks as a Certified Municipal Clerk.

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