



CITY CLERK

FLSA Status: Exempt

Adopted: July 2015, July 2018, February 2023

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

GENERAL DEFINITION

The City Clerk is a professional clerical and administrative specialist. With direction from the City Manager, the incumbent is responsible for direct supervision of the Administrative Technicians and support to the City Council and City Manager; maintenance of correspondence, records, meeting schedules, agendas and project records; and serves as the key liaison with the public and outside agencies on a daily basis. Incumbent may exercise independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

This is an advanced clerical position that supervises the Administrative Technician positions and may take direction from various management staff in different departments.

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to:

- Performs complex administrative clerical duties related to the operation of the Town, complex records management, liaison for technical computer problems and issues with office equipment
- Performs complex duties related to FPPC requirements, election activities, City Council ordinances, resolutions, agenda materials and meeting minutes, management and Council Member scheduling, specialized correspondence for various managers and/or Council Members
- Plans, directs, assigns and coordinates the City Clerk work plan through appropriate staff; reviews and evaluates work methods, procedures, and service delivery methods for improving organizational performance, enhancing services, and meeting goals; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services; identifies and resolves problems.
- Selects, trains, and evaluates personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes, and regulations.
- Plans and directs the conduct of municipal elections.

- Proofreads for accuracy, technical consistency, correct form, content and proper English usage; composes correspondence and memos
- Operates standard office equipment and word processing, spreadsheet and other computer software programs
- Researches, compiles and analyzes data for reports; develops and maintains databases; may provide analytical support to management projects
- Receives, sorts and distributes incoming and outgoing mail
- Issues, receives, types and processes various applications, reports, permits and other forms
- Exercises excellent customer service including patience and professionalism at all times
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Acts as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with Town regulations and practices relating to those functions
- Performs monitoring functions to ensure deadlines are met
- Determines appropriate accounting codes for expenditures
- Conducts research and provides options to supervisor regarding procurement of supplies, services, etc.
- Responds to complex public inquiries both on the telephone and in person, and refers to an appropriate staff member for more specific information as appropriate
- Serves as lead of the Administrative Technicians
- Assists and may initiate development of procedures, operating manuals, written material, budgets, forms, charts and/or other documents or projects
- Serves on committees and task forces
- Prepares for inter and intra agency meetings
- Works on special projects
- Works with sensitive and confidential material on a regular basis including personnel, police and litigation related files
- Works flexible schedule including evenings and weekends

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles and practices of customer service
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office and administrative policies and procedures
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer and applicable software
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Basic mathematical principles
- Basic techniques of supervision
- Specialized recordkeeping principles and procedures

- Public administration principles; requirements of the Brown Act; California municipal legislative processes, records retention, and election laws and procedures; reporting requirements of the Political Reform Act of 1979 as amended

Ability to:

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Perform most complex administrative secretarial and clerical duties with speed and accuracy; understand and explain pertinent policies and procedures
- Exercise sound judgment
- Take accurate meeting minutes
- Keep current knowledge of municipal law and procedures, election laws, political reform
- Maintain confidentiality
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to Town operations, other functions of the city and other governmental agencies in a timely manner
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis; meet critical deadlines
- Process, input, compute and reconcile financial data
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Maintain accurate office files

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, or a closely related field
- Experience: Four years of journey-level experience in the public sector.

Certificate

Possession of a Certified Municipal Clerk certificate or ability to obtain certificate within two years of appointment.

License

Possession of an appropriate valid California Driver's License.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Attend and participate in evening meetings as assigned
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Perform all duties listed on the job description except those determined to be incidental