



City Clerk

Summary

Responsible for planning, directing, administering, coordinating and managing all activities that includes serving as Clerk of the Council, Recording Secretary of the City's Redevelopment Agency, and Public Financing Corporation.

Class Characteristics

Administrative direction is provided by the City Council; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

Responsibilities include supervising the recording, preparation and maintenance of all Council legislative actions, administration of municipal elections, enforcement of state and federal laws regarding election and campaign financing disclosure, performing the duties of City's Filing Official for conflict of interest statements, and ensuring compliance with City Charter and municipal code, ordinances, provisions, and laws relating to duties of the City Clerk's office.

The City Clerk/PIO's position serves as the media liaison for the Mayor and Council, and is designated as the City's Public Information Officer coordinating and maintaining a public information program for the City

The City Clerk/Public Information Officer (PIO) is a Council appointed officer of the City. The Charter of the City of Petaluma and the Government Code determines the City Clerk's statutory functions along with a specific Employment Agreement between the City Council and the City Clerk/PIO.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Administer the preparation, publishing, posting, and distribution of City Council, Redevelopment Agency and Public Financing Corporation agendas within the guidelines established in the Brown Act Records; coordinate with the City Manager's Office to maintain the Council's Calendar.

Attend City Council meetings and prepare official minutes; follow through on items acted upon by the City Council, prepare a variety of ordinances.

Prepare resolutions, proclamations, reports, and memoranda, including composing and preparing correspondence to appropriate individuals. Attest to, publish and/or post ordinances and resolutions.

Serve as Recording Secretary to the Redevelopment Agency and the Public Financing Corporation; provide services based on by-laws and articles of incorporation, keep minutes and actions as required.

Maintain current and past legislative history of City Council actions including ordinances, resolutions, contracts, deeds, and insurance documents, and certified copies as required. Index Council minutes and code ordinances. Retain minutes and recordings of all City Council meetings and City's commissions and boards. Provide research and reference services to the public and City staff.

Design, administrate, and implement the Citywide Records and Information Management (RIM) Program. Administer and coordinate the records management program to include document imaging, record retention, and record management systems and technology.

Maintain custody of the Petaluma Municipal Code and provide for its updates, subscriptions, and distribution of supplements.

Execute official City documents, attest and/or acknowledge signor of legal documents, administer oaths and affirmations, maintain the custody and security of the official seal.

Receive and process initiative petitions and service related to initiatives, referendums, or recalls relating to matters pertaining to the City; examine and certify results.

Coordinate the collection, recording, and processes of documents related to assessment districts and annexations, and file results in accordance with state requirements.

Maintain rosters of all boards and commissions and direct the process to fill vacancies.

Receive, open, and process bids solicited by the City for various projects. Maintain official contracts for the City.

Attend management team meetings to facilitate the Council's schedule of meetings and calendar and preparation of Council agendas.

Prepare, present, and administer the department budget.

In coordination with the City Attorney, conduct all municipal elections and assure conformance to the Elections Code and Government Code. Administer provisions of Political Reform Act of 1979 as it pertains to local government, including filing of campaign statements and Statements of Economic Interests for all elected officials, local political action committees, and other designated employees.

Serve as Deputy Registrar of Voters for the conduct of municipal elections in accordance with the Petaluma City Charter and State Elections Code. Issue and receive nomination papers, statements of qualifications, and other required documents from City Council and School Board candidates.

The City Clerk, City Attorney, and City Manager administer a candidate orientation program during election years; provide information on the electoral process and relevant City documents.

Review applicable legislation and provides accurate information and statistics about elections and compliance measures with state law and codes; provide information and guidelines about the election process to public. Provide election workshop/training for staff.

Administer State Conflict of Interest Codes by facilitating notification, distribution, tracking and filing of statements.

Administer and facilitate appointments and assignments of Council members to regional and or

county boards, committees, and commissions.

Designate and serve as the City's Public Information Officer. Coordinate and maintain a public information program for the City.

Serve as the media liaison for the Mayor and Council. Prepare news releases and sets up press conferences as directed by Council. Provide responsive, reliable and timely information of interest to and needed by the public and members of staff.

Maintain the City roster; a directory of Council members, board, committee, and commission members, and representatives of other municipal, regional, state, and federal districts; and professional, community, and neighborhood associations.

Ensure web presence on the City's web pages for Council, boards, committees, and commissions including, but not limited to, the roster, schedule of meetings, agendas, and minutes as provided by City departments.

Perform related duties as assigned.

Skills/Abilities:

Analyze, interpret, and apply complex documents and administrative procedures and regulations such as federal state and municipal laws, regulations, codes, ordinances, Political Reform Act and Brown Act requirements, administrative and departmental policies affecting the City Clerk's functions.

Develop and implement goals, objectives, policies, procedures, and work standards and internal controls.

Analyze technical and administrative problems, evaluate alternatives and adopt effective courses of action.

Prepare clear, concise, and complete documentation, Council meeting minutes, and other reports and correspondence.

Exercise sound independent judgment within general policy guidelines.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

Employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

Municipal organization and functions; applicable federal state and municipal laws and procedures.

Record keeping, filing and records management programs and systems, particularly related to municipalities. Records retention laws.

Election laws and procedures. Reporting requirements of the Political Reform Act of 1979 as amended.

Modern office procedures, practices, and equipment, including computer application and use.

Correct English usage, including spelling, grammar, punctuation, and vocabulary; and basic business math.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Experience:

Five years experience with increasing responsibilities as a City Clerk, Legislative Aide, or Administrative Assistant to an elected or appointed board.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must attend meetings outside normal working hours.

Notary Public Commission in the State of California preferred.

Certification as a Municipal Clerk by the International Institute of Municipal Clerks is desirable.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: City Clerk

FLSA Status: Exempt