

CITY CLERK

DEFINITION

Under administrative and policy direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Clerk's Office, including administration, election management, the legislative function, archiving of public records and public information, and filing officer services; serves as the City's Elections Official, Filing Officer and Custodian of Records; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the City Manager and the City Council; ensures legal compliance with applicable laws; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification that oversees, directs, and participates in all activities of the City Clerk's Office, including short and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager and City Council in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over assigned administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assumes full management responsibility for all programs, services, and activities of the City Clerk's Office, including administration, public information, election management, and records management.

Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the City Clerk's Office; establishes, within City policy, appropriate budget, service, and staffing levels.

Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and

supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

Coordinates City Clerk's Office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.

Plans, manages, and conducts municipal elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; serves as filing officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; declares election results; administers and files oaths of office.

Oversees the operations of the City-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legally compliant retention schedules for City records; develops and updates records retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.

Maintains custody of the City Seal, ensuring authentication of only approved documents.

Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.

Serves as the Clerk of the City Council; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.

Serves as Filing Officer and Filing Official for the Political Reform Act; manages the City's disclosure requirements for designated employees, distributes forms and notifications; conducts required audits; advises and trains candidates, committees, and treasurers on filing requirements; determines and collects fines for late filing; ensures campaign contribution

limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.

Manages the codification of revisions to the Municipal Code.

Represents the City Clerk Office to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.

Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Serves on the City's Emergency Management Team in the event of a disaster or emergency.

Serves on the City's Public Information Team.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk function.

Functions, authority, responsibilities, and limitations of an elected City Council.

Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.

Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility. Record-keeping principles and procedures.

Modern office practices, methods, and computer equipment and applications related to work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

Provide administrative and professional leadership and direction to the department and the City. Prepare and administer budgets; allocate limited resources in a cost-effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.

Plan, organize, direct, and coordinate the work of technical and administrative personnel; delegate authority and responsibility.

Select, train, motivate, and evaluate the work of staff.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques. Coordinate municipal elections within legal guidelines.

Oversee and coordinate maintenance of the official records of the City.

Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Establish and maintain a variety of filing, record-keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate office equipment and computer applications related to the work.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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

Experience and Training

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

Experience:

Four years of responsible administrative support experience in a municipal government environment.

Training:

Equivalent to an associate degree from an accredited college with major coursework in office administration, supervision or a closely related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain within six months, a valid Notary Public certificate.