

CITY CLERK

DEFINITION

To plan, organize, direct and review the activities and operations of the City Clerk's Office including City Council agenda preparation, records management, and conduct of municipal elections; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to an Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical, and support personnel.

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

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to an Assistant City Manager; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the City Clerk's Office budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Serve as Clerk to the City Council responsible for preparation and publication of the Council agenda and related materials and recording of official proceedings and related documents; direct the publication, filing, indexing, and safekeeping of all proceedings of the City Council and other City boards and commissions; direct the research, coordination, and compilation of records in response to public and City staff inquiries.

Provide staff assistance to City Council.

Serve as Chief Elections Official responsible for planning and directing municipal elections; ensure compliance with State Fair Political Practices Commission's disclosure and reporting requirements; provide candidate services and administer oaths of office to elected officials and City employees.

Supervise receipt, opening and coordination of public bid openings; countersign bonds and other evidence of indebtedness issued by the City; sign subdivision and parcel maps.

Review immigration documents and visas; process passport application.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Conduct Conflict of Interest, Brown Act, Ethics and Parliamentary Procedures, Board and Commission orientation, and other related training sessions.

Research and prepare technical and administrative reports and studies; research, compile, tabulate and assemble Grand Jury reporting requirements; prepare Brown Act compliance reporting including in-direct charges; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of City Clerk functions and requirements and municipal government operations and organization.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, direct and control the administration and operations of the City Clerk's Office.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Attend evening and/or special meetings of the City Council and boards and commissions, as required.

Interpret and apply City and department policies and procedures and rules and regulations.

Modern office technology including automated records and document management systems and word processing, database, and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

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

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience performing administrative duties in a City Clerk's Office, including three years of complex administrative and supervisory responsibilities.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

License or Certificate

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

Possession of certification as a California Municipal Clerk.

Possession of, or ability to obtain, Public Notary designation.

Possession of, or ability to obtain, designation as a United States Department of State, Bureau of Consular Affairs U.S. Passport Acceptance Agent designation.

08-25-12

02-25-05

01-22-99

10-01-88

07-01-79

10-30-73 City Clerk

11-01-72

-67

-65

-64 City Clerk Treasurer