



Job Title: City Clerk
Department: City Clerk's Office
Date: September 11, 2018
 Non-Exempt Exempt (choose one)
FLSA Exemption: Administrative
Job Reports To (title): City Manager
Pay Grade: 11
 Full Time Part Time

Job Description

Summary/Objective

Under supervision of the City Manager, manage and coordinate the programs and activities of the Office of the City Clerk, including performing statutory and constitutional duties; to provide information regarding local and state laws; keep an accurate record of all proceedings of the City Council.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Assumes management responsibility for all services/activities of the Office of the City Clerk including performing statutory and constitutional duties; develops and implements records management procedures for City agencies and authorities.
2. Develops and administers the budget for the Office of the City Clerk; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
3. Prepares, reviews, and edits the City Council agenda, minutes, transcripts and follow-up actions utilizing the legislative management system; ensures compliance with legal requirements.
4. Maintains custody of official records and archives of the City using Laserfiche program including ordinances, resolutions, contracts, deeds, insurance documents and minutes; certify copies as required.
5. Serves as the City elections official; ensures compliance with state laws related to municipal elections; instructs candidates concerning campaign financing requirements; responds to requests from the media and general public.
6. Audits and files Statement of Economic Interests (Form 700) of local official and designated employees; directs compliance with biennial updates and departmental conflict of interest codes.

7. Reviews and accepts grants of right-of-ways, deeds, easements, and other documents on behalf of the City; prepares certificates of acceptance and submits for recordation.
8. Provides responsible staff assistance to the City Manager.
9. Responds to staff and public inquiries by telephone, letter, e-mail, and in person
10. Attests the signatures of City officers on documents have been executed as authorized by resolution, ordinance, or statute.
11. Provides regular updates to Code Publishing for Municipal Code.
12. Acts as custodian of official City records, including administering the City's Records Retention Program.
13. Updates City Council Orientation Book.
14. Submits City documents for County recordings.
15. Reviews and accepts grants of right-of-ways, deeds, easements, and other documents on behalf of the City; prepares certificates of acceptance and submits for recordation.
16. Manages Notices of Hearings/Public Notices and newspaper publishings as required.
17. Manages Ordinance and Resolution records.
18. Certifies Pendency and Release of Pendency notices.
19. Administers and files oaths of new employees and elected officials.
20. Assists with PERMA (third-party joint powers authority) claims.
21. Develops the budget for the City Clerk's office.
22. Oversees the work of the Deputy City Clerk.
23. Maintains compliance with State and Federal requirements such as the Political Reform Act, Brown Act, Public Records Act, Conflict of Interest Codes, and Fair Political Practices Act.
24. Manages the City Clerk and City Council pages on City's website.
25. Performs related duties and responsibilities as required.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

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

Education

A Bachelor's degree in public or business administration, or a related field, supplemented by specialized workshops/training specific to the municipal clerk field is highly desirable, or, five years of increasingly responsible managerial, supervisory or administrative experience in the fields of records management, office management or a related field, in a City Clerk's Office or equivalent.

Experience

Good computer skills, including common office software applications, specifically proficient in Microsoft Office Suite especially Word and Excel.

Preferred Education and Experience

Possession of California Notary Public Commission.

Possession of a Municipal Clerk Certification issued by the International Institute of Municipal Clerks.

Licenses and Certificates

Possession of a valid Class C California Driver's License with a safe driving record is required.

Knowledge, Skills & Abilities

Knowledge of:

- The Brown Act, Public Records Act and Municipal elections procedures.

- State and local laws prescribing duties, operational characteristics, services and activities of the Office of City Clerk.
- Election laws and procedures.
- Applicable Federal, State and municipal laws, regulations, policies and procedures.
- Principles and practices of program development and administration, municipal budget preparation and administration, supervision, training and performance evaluation.
- Considerable knowledge of federal and state laws, rules, and regulations relating to employment practices, and benefits administration; principles and practices of personnel administration/labor relations.
- Legal requirements related to City Council agendas, meeting proceedings, and related record keeping and maintenance.
- Political Reform Act reporting requirements.
- Principles and practices of records management including record retention laws; pertinent Federal, State and local laws, codes and regulations.
- Procedures and legal requirements necessary to develop, maintain, archive, preserve and protect municipal records.
- General office, records management and administrative practices and procedures.
- Methods and techniques of basic work supervision.
- Computer systems related to maintaining municipal records.
- Business English, spelling and arithmetic, and modern office procedures.

Ability to:

- Manage, direct and coordinate the work of lower level staff; selection, supervision, training, and evaluation of staff.
- Direct and participate in the operations, services and activities of the Office of the City Clerk.
- Develop and administer an efficient records management system.
- Communicate in a clear and concise manner both verbally and in writing.
- Understand and apply laws, regulations, policies, complex rules and procedures.
- Follow oral and written instructions.
- Establish, foster, and maintain a cooperative working environment with Council members, City staff and the public to achieve high quality performance.
- Use independent judgment and exercise initiative in daily work activities.
- Perform a wide variety of complex, detailed administrative work with little or minimal supervision.
- Interpret, explain, and apply related laws, regulations, policies and procedures.

- Perform complex administrative detail work requiring follow-through with little or no supervision.
- Use personal computer and software programs for word processing and audio recording equipment.
- Type accurately at 55 words per minute.
- Add, subtract, multiply and divide.
- To write a formal business letter.
- Maintain complex filing systems.
- Work well and cooperatively with others.
- Provide excellent customer service.

Skills:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein 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 disabilities to perform these essential job functions.

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 50 pounds.

Sitting for extended periods of time during lengthy meetings while taking detailed notes is common.

Visual acuity to perform routine filing, reading, and typing of documents is required; and use of a computer keyboard and software to prepare agendas, resolutions and presentations.

Essential Mental Functions

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position has supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Regular, monthly evening work is required for City Council meetings. Occasional weekend work may be required as job duties demand.

Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and approval The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 9-17-18

HR  Date 9-13-18

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____