



CITY CLERK

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under administrative direction of the City Manager, plans, organizes, directs and reviews the activities and operations of the City Clerk's department including local elections, legislative actions and proceedings, the California Public Records Act, conflict of interest and local campaign statements, and the maintenance of the official City records; coordinates assigned activities with other departments and outside agencies; provides leadership to the organization; and provides highly responsible and complex administrative support to the City Manager and City Council. This is an executive level, at-will position and not part of the Civil Service System.

SUPERVISION EXERCISED AND RECEIVED:

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

ESSENTIAL FUNCTIONS: *(Include, but are not limited to the following)*

- Documents, maintains, and disseminates actions of the legislative bodies including: minutes, ordinances, resolutions, contracts, deeds, bonds, correspondence, and reports; ensures legal compliance with regards to posting/publication;
- Coordinates the preparation of the City Council agenda packets, meeting minutes, and calendars;
- Plans, organizes, and directs the conduct of municipal elections; ensures the legality of the proceedings in accordance with state and local election and campaign financing laws; tabulates and certifies the election results; serves as the City's Election Officer; coordinates with the County Elections Office for election setup; receives and processes initiative and referendum petitions; develops and manages the processes for filing arguments and rebuttals associated with ballot measures;
- Coordinates the districting and re-districting process for Council elections; ensures compliance with State and Federal laws; conducts public outreach;
- Serves as the municipal filing officer as provided for by law;
- Monitors changes in laws and regulations regarding public records, public meetings, noticing requirements; advises the City Manager and City Council regarding constraints of local and State legislation; implements Citywide policy and procedural changes as required; coordinates enforcement and implementation of new regulations, policies, and procedures across City departments;
- Oversees, coordinates, and implements the City's conflict of interest code, ensures that all notifications and conflict of interest forms are maintained and kept up-to-date;
- Oversees, coordinates, and implements the City's campaign contribution ordinance in conjunction with State regulations; ensures that all notifications and forms are maintained and kept up-to-date in compliance with the FPPC and State law;
- Attends and arranges for meetings and other events of the City Council;
- Administers oath of office;
- Assigns, directs, and evaluates the work of assigned staff;
- Participates in the development and implementation of special projects;

- Undertakes public outreach and education efforts for the City through the use of social media platforms;
- Oversees and maintains the City website pages for the City Clerk and City Council;
- Mails, receives, and opens all public bids for City projects;
- Coordinates the IT and technical aspects of City Council and Commission meetings;
- Works with the City Manager, City Council, City departments, other public and private entities, and citizen groups in providing City Clerk department information and services;
- Manages the city-wide document and records management program including ensuring Citywide compliance with County, State, and Federal regulations; updating and maintaining the Retention Schedule; implementing policies and procedures for the transfer, archiving, and destruction of City records; managing the electronic records management system in regard to creation of templates, document classification, inter-departmental cohesiveness of recording documents, and general IT knowledge of system;
- Coordinates, assembles, and responds to public records request filed; ensures compliance with State regulations and disclosure requirements;
- Purchases and maintains Citywide electronic platforms to better assist the public and staff including routing of City applications and signing of documents;
- Develops and manages City Clerk's budget; serves as custodian of the City Seal;
- Certifies City documents and residency papers;
- Performs required duties under the City's disaster response plan; and
- Performs other related duties as assigned.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

- Bachelor's degree from an accredited college or university with major course work in public policy, government, business, or a closely related field.
- Advanced degree from an accredited college in public policy, law, or government is highly desirable.

Experience:

Five years of experience as a City Clerk or Deputy City Clerk in a municipality performing the full range of responsibilities including agenda and minute preparation, records management and coordination of municipal elections.

License/Certificate:

- A valid class "C" California driver's license.
- Possession and maintenance of Certified Municipal Clerk (CMC) with International Institute of Municipal Clerks (IIMC) preferred.
- Possession and maintenance of Notary Public preferred.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

- Federal, state and municipal laws and procedures relating to the maintenance of municipal records;
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure;
- California Election laws and procedures;

- Reporting requirements of the Political Reform Act of 1979, as amended;
- The Brown Act; and other pertinent legislation/regulatory requirements;
- Current personnel and administrative practices.

Ability to:

- Work in a fair, tactful and courteous manner with the public, elected officials, City staff, private entities and citizen groups;
- Work in a fast paced and constantly changing environment;
- Coordinate and lead Citywide changes to records management, public meetings, and other items under the purview of the City Clerk's Office;
- Prepare City Council agendas and meeting minutes in a timely manner using Legistar or a similar agenda management program;
- Analyze, interpret and apply laws and regulations affecting the City Clerk's functions;
- Provide information to the public and the City Council in a clear and concise manner;
- Communicate clearly and concisely, verbally and in writing;
- Supervise, train and evaluate assigned staff;
- Prepare and administer a department budget;
- Use appropriate office and computer equipment and applications;
- Think creatively;
- Apply technology to enhance the services provided by the City Clerk's office.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Must lift some objects, material and equipment weighing up to 20 pounds. Works mostly indoors in an office setting. Must be able to discern voices and to effectively communicate both orally and in writing. Must use a computer monitor on a regular basis. Must be able to multi-task and be flexible in working hours, including before and after regular work hours.

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CITY CLERK
DEPARTMENT HEAD
EXEMPT
REVISED JULY 2022