

## City Clerk

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualification of incumbents within the position.*

### **DEFINITION**

Under administrative direction of the Assistant City Manager, plans and directs the City Clerk's office which is responsible for processing City Council and Redevelopment Agency agenda items, coordinating municipal elections, serving as filing officer for local campaign statements and conflict of interest codes for the City Council, commissions, advisory bodies, and designated employees; performs other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification is responsible for managing the City Clerk's office. Major responsibilities include: coordinating with other departments in preparing agenda for City Council, Redevelopment Agency, Parking Authority, and Financing Authority meetings; preparing, assembling, and distributing meeting agendas, agenda packets, and other materials; maintaining accurate records of Council and Redevelopment Agency actions; coordinating special and regular municipal elections; and serving as the city official designated filing officer for documents such as statements of economic interest, campaign finance statement, claims against the City, petitions and appeals; executing administrative tasks as prescribed by the State Government Code and local ordinances.

### **EXAMPLES OF DUTIES**

The following tasks are typical for positions in this classification. Any single position may/may not perform all of these tasks and/or may perform similar tasks not listed here.

1. Establishes and maintains records management activities for official City and Redevelopment Agency documents and records.
2. Plans, directs and supervises the City Clerk's office, interprets policies to subordinate staff and to the general public.
3. Plans, organizes and directs the activities of assigned staff; selects, trains, evaluates, and reviews performance of assigned staff.
4. Receives and files campaign finance statements and statements of economic interest.
5. Receives, files, and processes subpoenas, summons, and requests for public information, and facilitates access to public records and information.
6. Receives, files, and places on Council agenda, appeals for council actions and claims against the City as directed by the City Manager.
7. Prepares and processes Council and Agency agenda items for appropriate meeting, publishes required notices, contacts interested parties and records and files Council and Agency decisions, directs posting, mailing of legally required notices of public hearings, in accordance with the Brown Act.

8. Coordinates with county election officials, and supervises election process, for all special and regular municipal elections, including coordination of ballot measures, arguments, and impartial analysis; issue nomination papers to candidates and explain requirements.
9. Maintains official City records, and City and Agency seal, administers and files oaths and signs, seals, certifies and records official City and Agency documents
10. Manages the processing, indexing, codification and maintenance of records of all municipal ordinances, resolutions and legislative action in accordance with legal requirements – maintains and disseminates hard copies and electronic version of the City's Municipal Code.
11. Administers recruitment process for members of City boards, commissions and advisory bodies; maintains list of Council-appointed and regional boards, committees and commissions.
12. Maintain records of all appointments for City commission and committees.
13. Perform the day-to-day functions of the City Clerk's office.
14. Attend meetings as assigned; takes and transcribes City Council, Redevelopment Agency, Parking Authority, and Financing Authority and other assigned official meeting minutes.
16. Prepares and publishes news releases as requested. Schedules and notices all City Council public meetings, ordinances, resolutions, contracts and deeds.
17. Prepares and monitors City Clerk budget for operations of Clerk's Office and Elections
18. Handles special assignments for the City Manager and Assistant City Manager as required.
18. Writes letters, memoranda and prepares reports.
19. Respond to inquiries from the public by letter, e-mail, telephone, and in person regarding Council actions and records; research information for the public or City staff when necessary.
20. Maintain administrative files including historical legal documents, resolutions, ordinances, agreements, deeds, and contracts; retrieve, destroy, and store records according to procedures and policies.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Municipal, state and federal laws and codes related to the City Clerk function, including open meeting laws (Brown Act, Maddy Act, and Public Records Act)
- Parliamentary procedure
- Procedure and form for filing campaign financial statements and statements of economic interest.
- Election law and procedures.
- Principles and practices of municipal legislative proceedings.
- Principles of effective supervision and training.
- Applicable provisions of State law impacting City Clerk's operation.
- Organization and operation of city government.

- Principles and practices of record management systems and procedures, including the electronic records management.

Ability to:

- Supervise and train clerical support staff.
- Establish and maintain comprehensive Citywide records management procedure.
- Locate and retrieve various official records and documents.
- Explain Council agenda and meeting procedures to the public and employees.
- Assure proper and timely notice of council hearing or meeting.
- Function as Notary Public and Deputy Registrar.
- Communicate effectively in writing and orally.
- Work effectively with the public, management, and employees.
- Accurately summarize and record proceedings
- Plan, organize, directs and coordinate a variety of services, assignments, projects, elections and program.
- Provide administrative and professional leadership and direction.

**EDUCATION AND EXPERIENCE**

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be:

**Education**

Equivalent to an Associate Degree, including or supplemented by courses in public administration. A Bachelor's Degree is highly desirable.

**Experience**

Five years increasingly responsible clerical or office management experience in a governmental agency. It is preferable that two years of the required experience have included supervisory responsibilities. Previous experience in a City Clerk's office highly desirable.

**Special Requirements**

Possession of a valid California Motor Vehicle Operator's License.  
Certification as a Certified Municipal Clerk is highly desirable.