



City Clerk

Purpose of the role:

Under general administrative direction, plans, organizes, and directs the operations, programs, and services of the City Clerk's Office; oversees the legislative process including elections, City Council meetings, and public records functions; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager's Office; and performs related duties as assigned.

Distinguishing Characteristics:

The City Clerk is a department head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of all departmental functions including elections, Fair Political Practices conflict of interest and campaign finance disclosure, City Council and Redevelopment Agency agenda, minutes, and official records administration, Citywide records management, committees/commissions/boards, and Public Records Act and Brown Act compliance. The incumbent is responsible for developing and accomplishing department objectives and goals within guidelines established by the City Council and City Manager and as prescribed by the City Municipal Code, Government Code, and other State and Federal laws. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, controls, integrates, and evaluates the work of the City Clerk Department; develops, implements, and monitors, with division managers and staff, long-term plans, goals, and objectives focused on achieving the City's mission and City Council priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual City and department goals and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes

disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations.

- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Provides leadership and works with managers and staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and values.
- Directs the development of and monitors performance against the annual department budget; approves the forecast of funds needed for staffing, project management, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Manages and initiates administrative programs and performs functions mandated by law and California statutes including the Brown Act, Maddy Act, Public Records Act, and City and Government Codes.
- Serves as City Clerk and Redevelopment Agency Secretary; administers functions required by law including facilitation of the legislative policy making process; oversees the conduct of meetings, and the accurate recording and validation of proceedings of City Council and Redevelopment Agency meetings; provides for timely and thorough access to public records; directs the development and preparation of legal notices/publications, agendas and supporting materials, minutes, deeds, contracts, ordinances, and resolutions; ensures maintenance of City Codes, electronic legislative indexes, and related Web information.
- Administers all elections programs including City Council candidates, measures/initiatives, referendums, recalls, assessment districts, and propositions; oversees preparation of candidate guidelines, election inquiries, candidate workshops, mail ballot elections, legal publications, election results communications, and candidate/nomination processes; ensures the legality of the proceedings in accordance with state and local election and campaign finance laws; certifies election results.
- Serves as local Filing Officer for Fair Political Practices Commission campaign disclosure and economic interest statements; serves as steward for FPPC, conflict of interest and financial records including employees, committee/commission/board members, consultants and elected and appointed officials.
- Directs and administers the citywide records management program for official City records and archives in accordance with all legal requirements as well as records management policies and procedures adopted by the City Council; oversees administrative record keeping for Citywide and City Clerk operations including records retention schedules, disaster protection, imaging system, archives, and historical documentation protection and preservation; coordinates records analysis, inventory, retention, destruction, and citywide paper/microfilm and digital technology programs.

- Provides functional administrative oversight to all City committees/commissions/boards, citizens who participate, and staff assigned to support the programs; develops handbooks and instruction manuals; administers Fair Political Practices requirements for citizen boards; acts as agent of the City Council in maintaining local appointive list of committees/commissions/boards and vacancies as required.
- Administers oaths and affirmations; receives and certifies affidavits and depositions pertaining to City affairs/business that may be used in court or proceedings in the State; acts as City's notary by issuing acknowledgment of instrument; maintains security of City seal and official records.
- Confers with and provides expert professional assistance to members of City departments and City Council in areas of responsibility; evaluates and develops procedural tools for Citywide processes training and programs including bids/contracts/insurance, subpoenas, claims, deeds/documents, annexations, assessment districts, records management, and committees/commissions/boards.
- Provides staff assistance to the City Manager; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Participates in legislation tracking and analysis; attends meetings and conferences; responds to legislators, Council members, City Manager, City Attorney, and other groups; provides analysis and recommendations in support or opposition; advises City Manager and the City Council regarding the requirements of such legislation.
- Testifies at legislative hearings relating to Brown Act, PRA, FPPC, and Elections.
- Responds to requests, researches, and prepares reports for the City Manager and the City Council; works closely with the City Manager, City Council, City Attorney, City departments, other public and private entities, the media, and the public in providing public records information and research services.
- Maintains effective relationships with a variety of community organizations, groups, and individuals to promote positive public relations; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Maintains current knowledge of new trends and innovations related to area of assignment; attends and participates in professional meetings; participates in professional development activities; reads, analyzes and reports concerning publications relevant to area of assignment.

- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive City Clerk Department.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, Government Code, Municipal Code, Public Records Act, and Maddy Act.
- General functions of a municipal government.
- Organization, functions, procedures and legal requirements of the City Council and Council committees.
- Meeting protocol, parliamentary procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body.
- Principles and practices of automated and manual records management legal requirements, retrieval, and storage.
- Modern office procedures, methods, and equipment including computers and supporting software applications.
- Principles and practices of public administration and office management

***Desired
Minimum
Qualifications:***

Ability to:

- Manage and direct a comprehensive City Clerk Department.
- Develop and administer departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Plan, organize and coordinate effective municipal elections.
- Oversee and administer an efficient records management system.
- Stay abreast of new technologies used to automate systems.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and

technical reports.

- Read and interpret complex data, information, and documents including to analyze and interpret complex legal documents and contracts and administrative procedures and regulations.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Exercise tact and diplomacy in interpersonal dealings that are difficult and highly sensitive.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Team Builder
- Strategic Thinker
- Results Oriented
- Planner and organizer
- Interpersonally Effective
- Problem Solver and Decision Maker
- Technically Knowledgeable

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

Education/Training:

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

Experience:

**Education and
Experience
Guidelines:**

Eight years of increasingly responsible administrative experience including significant experience in a City Clerk Department and three years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Designation as a "Certified Municipal Clerk" (CMC) or "Master Municipal Clerk" (MMC) is highly desirable.

The conditions 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 the essential job functions.

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand

**Physical and
Environmental
Conditions:**

movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; attend evening meetings and be available on call.

*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 final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: