

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.*

DEFINITION

Under administrative direction, the purpose of the City Clerk position is to plan, manage, oversee and direct the operations and services of the City Clerk's office; to perform and maintain the compilation, retention, and maintenance of all documents and records related to the City Council, Redevelopment Agency, commissions, boards and committees; to maintain comprehensive records management systems; and to provide highly responsible, confidential and complex administrative support to the City Council and City Manager.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other secretarial and clerical classes by the performance of complex, responsible and sensitive duties related to functioning as clerk to the City Council. The incumbent assigned to this class is expected to use judgment and discretion in the arranging of appointments and itineraries of officials and executive staff and to interpret and apply policy, laws and regulations in response to requests for information and assistance from the general public. As clerk to the City Council, the incumbent oversees and participates in the preparation of records of official actions and is responsible for their maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manger.

Receives administrative direction from City Council.

Exercises technical and functional supervision to other clerical positions.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Compiles City Council and Redevelopment Agency agenda packets for meetings, including finalizing minutes from prior meetings, composing and posting the agenda, gathering all agenda materials, and copying and distributing packets.

Serves as Clerk to the City Council; attends City Council meetings and records official proceedings; prepares and/or oversees the preparation of minutes and other documents; directs the publication, filing and safekeeping of all Council and Redevelopment Agency proceedings.

Performs follow up activities resulting from Council and Agency meetings to provide and organize documentation and finalize agreed-upon actions; transcribes and distributes

minutes, ensures documents are in proper format , tracks scheduled actions, prepares correspondence and letters of acceptance or rejection for Boards, Commissions, and Committees; composes, records and certifies resolutions and ordinances.

Oversees official City Council and Agency filing system to ensure proper record maintenance; ensures documents are recorded and filed properly; monitors archiving and destruction of documents; ensures City municipal code ordinances are coded properly; distributes resolutions and Municipal Code revisions to all appropriate staff and agencies

Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes, enforces and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.

Interprets City policies, rules, and regulations in response to inquiries and complaints; refers inquiries as appropriate; assists the public and city staff by providing information and research assistance.

Serves as a resource for/liaison with elected and appointed officials, City staff, other organizations and the public; develops and coordinates communications with the community to increase citizen accessibility to City records and information; forwards information for the City website;; compiles weekly Council packets for distribution as directed.

Oversees maintenance of City's legislative history to ensure accurate recording and documentation.

Logs supplements to Municipal Code; distribute to departments and appropriate outside organizations; update Municipal Code books.

Provides contracts and agreements administration to ensure documents are signed and recorded in a timely manner, including the receipt and filing of bid documents; supervises contract bid openings and performance bonds.

Oversees and conducts municipal elections to facilitate election process; acts as liaison with election officials; serves as filing officer for economic Interest and Campaign Disclosure statements..

Administers oath of office to City personnel, City Council, and board/commission members to officiate term/assignment.

Accepts and logs claims filed against the City to record necessary information and forward for processing.

Prepares the budget for the City Clerk's Office; participates in the budget preparation and administration of the City Manager's office; recommends expenditure requests for the Clerk's office.

Assists City Council members with making travel arrangements, maintaining appointment schedules and calendars, and arranging meetings, conferences, and civic functions.

Performs a wide variety of complex, responsible, and confidential duties for the City Manager and City Council; screens calls, visitors, and mail; responds to sensitive requests for information and assistance; types and assembles reports, manuals, newsletters and other materials and distributes to staff.

Conducts special projects as assigned by the City Manager
Attends and participates, and may schedule and arrange) professional and community meetings; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities.

Initiates and maintains a variety of files and records for information related to the City Manager's and City Clerk's offices;

Marginal Functions:

Oversees staff, if assigned.

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Applicable Federal, State and Municipal laws, codes, regulations and procedures, including election laws and procedures and political reform requirements.

Principles of organizational management.

Principles of program development and administration.

English usage, spelling, grammar and punctuation.

Modern office/administration practices, procedures, methods, equipment and applications.

Basic report preparation and business letter writing.

Basic business mathematics; basic budgetary principles.

Principles and procedures of records management and record keeping, including record retention laws.

Ability to:

Understand the organization and operation of the City and of outside agencies, as necessary to assume assigned responsibilities.

Communicate effectively, both orally and in writing.

Compose general correspondence and letters

Interpret and apply administrative and departmental policies, laws, and regulations.

Operate and use modern office equipment including a word processor; type at a speed necessary for adequate job performance.

Maintain confidential data and information for executive staff.

Analyze situations carefully and adopt effective courses of action; make viable recommendations.

Develop and administer an efficient records management system; compile and maintain complex and extensive records and prepare routine reports.

Coordinate and oversee municipal election procedures.

Ability to: (continued)

Understand and carry out oral and written directions.

Train and oversee staff.

Establish and maintain effective working relationships with those contacted in the course of work, including elected officials, staff and the public.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training 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:

Experience:

Five years of increasingly responsible secretarial and clerical experience

Training:

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

Licenses/Certificates/ Other requirements:

Possession of or ability to obtain Certification as Municipal Clerk.

PHYSICAL DEMANDS:

Sitting: Frequently	Lifting:
Standing: Occasionally	up to 10 lbs: Occasionally to Frequently
Walking: Occasionally	11 to 25 lbs: Occasionally
Bending: Occasionally	26 to 50 lbs: Occasionally
Crouching: Occasionally	51 to 75 lbs: Never
Stooping: Occasionally	76 to 100 lbs: Never
Kneeling: Never	100 + lbs: Never

Crawling: Never	Carrying
Climbing: Occasionally	up to 10 lbs: Occasionally to Frequently
Balancing: Never	11 to 25 lbs: Occasionally
Running: Never	26 to 50 lbs: Occasionally
Twisting: Occasionally	51 to 75 lbs: Never
Turning: Occasionally	76 to 100 lbs: Never
Jumping: Never	100 + lbs: Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

PHYSICAL DEMANDS: (continued)

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently
Coordination -	Eye-hand: Occasionally
	Eye-hand-foot: Never
	Driving: Occasionally
Talking -	Face-to-face: Frequently
	Verbal contact: Frequently
	Public: Occasionally
Vision -	Acuity far: Required
	Acuity, near: Required
	Depth perception: Not Required
	Field of vision: Not Required
	Accommodation: Not Required
	Color vision: Not Required
Hearing -	Conversation: Frequently
	Telephone: Frequently
	Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions,

One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

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