



City Clerk

Definition

Under administrative direction, this position manages the City Clerk's office, coordinates activities for the City Council. Designs, manages and coordinates the agenda preparation process. Establishes and implements city-wide records management and imaging protocols. Coordinates follow-up of City Council policy actions. Maintains official City records and handles requests from the general public. Monitors compliance standards associated with campaign finance statutory regulations, and conflict-of-interest laws. Monitors elections and performs related work as assigned.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Oversees the functions of the City Clerk's office and ensures that they are effectively carried out.

Prepares City Council and other agency and authority agendas for review by the City Manager.

Prepares meeting notices, proclamations, and certificates, and coordinates with recipients for scheduling on Council agenda.

Duplicates and distributes agenda packets and prepares Council chambers for meetings.

Utilizes advanced and web-based technology in various activities of the City Clerk's office.

Follows-up on City Council actions, as required.

Attests, issues and tracks contracts and agreements until insurance and bond requirements have been met.

Finalizes and distributes ordinances and resolutions and prepares follow-up correspondence.

Oversees the receipt and maintenance of official City documents and records.

Summarizes Council actions and instructions to City staff.

Prepares Local Appointments List and provides for codification of the Municipal Code.

Administers the electronic imaging system, coordinates Records Management tasks across departments.

Publishes ordinances, resolutions, and notices of public hearings.

Posts and mails notices of public hearings and Council actions affecting local residents and ensures compliance with the Brown Act.

Oversees the City's bidding process by ensuring compliance with bidding procedures, scheduling bid openings, processing bids that have been submitted, and notifying successful bidders of awarded contracts.

Composes letters, memoranda, specialized forms, and documents in accordance with City policies and instructions using standard word processing, spreadsheet and data base applications.

Transcribes dictation from recording equipment.

Prepares correspondence, memoranda, speeches, agendas, and reports related to municipal matters.

Certifies documents, researches records, and retrieves information for staff members and the general public.

Registers voters and coordinates with County for City elections.

Plans, assigns, supervises, and reviews the work of office support staff on a day-to-day basis.

Establishes and trains staff in office procedures.

Administers the commission application process and coordinates the interview process.

Prepares certificates of appointment and appreciation of service awards for City commissions.

Monitors compliance with State and local campaign finance, ethics, and conflict of interest laws.

Notifies filers of their obligations. Provides assistance to filers, and maintains logs of all FPPC required filings.

Takes minutes for City Council meetings.

Prepares and administers the budget for the City Clerk's office.

Qualifications

Knowledge of:

Duties and responsibilities of a City Clerk and the codes, regulations, policies and procedures related to the operation of a City Clerk's office.

Principles and methods of office management including office procedures, systems, equipment, and records management.

Organizations, functions, policies, and administrative procedures of the City Council and local government.

Techniques for effectively representing the City in contacts with government agencies, community groups, and various business and professional organizations.

Compliance with the Ralph M. Brown Act, the Political Reform Act, and California Election law.

Records Management protocol and technology.

Principles and practices of public administration, including budgeting, personnel administration, and program management.

Staff supervision, including work planning, assignment, supervision, and evaluation.

Techniques for providing a high level of customer service to the public and City staff, in person, and over the telephone.

Computer applications and technology related to the work.

Ability to:

Interpret, apply, and explain rules and regulations and City policies and procedures.

Communicate effectively in English both orally and in writing.

Compose correspondence, reports, proclamations, ordinances, staff reports, and other written materials.

Use tact, discretion, and mature judgment in the handling of sensitive records and confidential information.

Prioritize own work and use sound, independent judgment within policy and procedural guidelines.

Establish and manage an organizational system for City files, records, and other official documents.

Train and supervise office support staff and in planning directing, reviewing, and evaluating the work of support staff.

Establish and maintain effective working relationships with others. C

Complete assigned tasks in a timely and effective manner.

Effectively use computer applications and technology related to the work.

Education and Experience

This position requires a Bachelor's degree in public or business administration or a related field, and a minimum of three years of experience as a City Clerk, Deputy City Clerk, or similar position, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Licenses and Certifications

Certification as a Municipal Clerk (CMC) is highly desirable. Possession of a valid California Driver's License. The candidate must be bondable.

Working Conditions

Required to work various hours, including evenings and weekends.

FLSA: Exempt
Est. 7/1980
Rev. 3/1993, 1/2012