



**MARCH 2016
FLSA: EXEMPT**

CITY CLERK

DEFINITION

Under administrative direction, plans, organizes, provides oversight to and participates in all City Clerk functions including retaining custody of and maintaining the City's official records and history, coordinating the conduct of City Council and Special Measure/Initiative elections, ensuring compliance with the Brown Act and legal notification of various Council, commission and committee meetings, and preparing agenda materials and minutes for City Council meetings; officiates at bid openings; coordinates City response to subpoenas for records; acts as a Notary Public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager and policy direction from the City Council. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a single-position class, which is appointed by the City Manager as the City's election official, legislative administrator and records custodian. Responsibilities include coordinating the activities of the office with those of other elected and appointed officials and providing administrative assistance to the City Manager as requested. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

- Prepares City Council agenda packets, including coordinating and reviewing agenda material, finalizing agendas and overseeing distribution of the packets.
- Performs follow-up activities resulting from Council meetings, including preparing and distributing minutes, ensuring that resolutions and ordinances are in proper format and notarized, tracking committee and commission actions and preparing related letters of acceptance or rejection.
- Supervises City official records file maintenance, ensures that documents are recorded and filed properly and oversees the monitoring, archiving and destruction of documents.
- Oversees the City's Municipal Code ensuring timely update and proper ordinance codification.
- Monitors contracts and other agreements ensuring they are signed, recorded in a timely manner, and that City insurance requirements are met.

- Serves as the City's Election Official, coordinating all aspects of the City's General and Special Elections and interfacing closely with the Contra Costa County Elections Department; educates the public regarding voting regulations and election procedures.
- Administers oath of office for City Council and Commissioners and maintains custody of official City seal.
- Administers City-wide programs, including Conflict of Interest, Municipal Code, Records Retention and Storage, Document Imaging and Noticing for Council, Commission and Special Meetings.
- Administers State mandated programs such as Ethics Training and Fair Political Practice Commission requirements
- Educates the public on smoking, noise and other regulations and ordinances as well as City programs such as Local Government Through School and Citizen Engagement.
- Receives and coordinates responses to all subpoenas for records, public records requests, lawsuits and depositions served on the City.
- Receives bids, officiates at bid openings, returns unsuccessful bid bonds and archives bid documents.
- Provides Notary Public services for City legal requirements.
- Oversees updates of the City Council/City Clerk web page.
- Oversees the Passport Acceptance Program.
- Performs wedding ceremonies.
- Supervises assigned clerical and technical staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk function.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction to the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of supervisory, technical, and administrative personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the City.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration or a field related to the work and three (3) years of supervisory, office administrative, related experience, preferably in a public agency or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses and Certifications:

- Certification as a Certified Municipal Clerk (CMC) after three years of employment. Certification as a Master Municipal Clerk (MMC) is highly desirable.
- Ability to obtain a Notary Public certification and Passport Acceptance Agency status.

- Possession of, and ability to maintain, a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to work in evenings.