



## JOB DESCRIPTION

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# **CITY CLERK**

## **DEFINITION**

Under general direction of the City Council, prepares permanent records of City Council and other proceedings; administers elections, coordinates the planning, organizing and operations of the City Clerk's office. Serving in a general capacity, assists in and/or coordinates various administrative tasks and special projects. Supervises the work of others involved in related activity.

## **CLASS CHARACTERISTICS**

The City Clerk is appointed by the City Council and reports directly to the City Council. He/she also serves as Secretary to the Redevelopment Agency, Joint Powers Financing Authority, Housing Authority, Library Board, and Community Facilities District. He/she is a key member of the City's executive team and provides assistance to all departments.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Attends meetings of the City Council, and takes minutes; prepares the permanent record of City Council proceedings requiring the use of judgment and thorough understanding of Council functions and operating procedures.
2. Files, indexes and secures minutes, ordinances, resolutions, and agreements; prepares and distributes hearing notices; and prepares agendas for all Council and related meetings; reviews documents submitted for the agenda, and obtains additional materials as necessary; is responsible for the safe-keeping of both minutes and records.
3. Establishes and maintains and provides public notices as required of records of pending and completed City Council business; maintains records of various claims and appeals, processing letters and setting hearing dates; maintains a variety of information relating to official boards, committees, and commissions, recording vacancies as they occur and distributing letters of appointment and oaths of office as necessary.
4. Attends and takes minutes of meetings relating to the City Council, Redevelopment Agency, Joint Powers Financing Authority, Housing Authority, Library Board, and Community Facilities District, prepares permanent records of such meetings and maintains official records of the City in accordance with the Government Code.
5. Maintains the City Clerk's Index Computer Program with historical and up-to-date information relative to actions of the City Council; and all Boards; provides output to inquiries as needed.
6. Receives inquiries from the public; provides explanation of the work unit technical processes involved in presenting matters before the City Council, requiring understanding of policies and regulations; responds to routine correspondence and requests for proclamations.
7. Interprets and administers the Fair Political Practices Commission guidelines and the filing of economic interest statements; acts as registrar of voters and conducts municipal elections.
8. Works closely with the City Manager, City Attorney and department executive personnel in coordinating items for City Council consideration.



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9. Supervises final preparation of agenda packet.
10. Directs all activities of the City's Records Center.
11. Analyzes and interprets California laws relating to legislative procedures, elections, contracts and agreements.
12. Supervises the updates of the City's Municipal Code.
13. Manages the budgeting of the City Clerk's office.
14. Processes legal claims against the City.
15. Provides Notary Public services as required.
16. Monitors and complies with the Ralph M. Brown Act regulations, providing publishing, public notices and announcements as required.
17. Provides Deputy City Clerk with ongoing necessary information as needed.
18. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## QUALIFICATIONS/GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school, or equivalent, and four years of progressively responsible clerical experience, including or supplemented by experience in office administration; or four years of progressively responsible clerical experience in a municipal setting. Thorough knowledge of notary public procedures and the ability to maintain a valid commission is required. The notary public commission shall be obtained within a reasonable time to be determined by the City Manager at time of hire. Certified Municipal Clerk designation is preferred. It is highly desirable that a candidate have the equivalent to a Bachelors degree in Public Administration or a related field.

### Knowledge, Skills and Abilities

Thorough knowledge of the functions and operating procedures of a City Clerk's office; related laws, rules and regulations; format and legal requirements involved in the preparation of resolutions, ordinances, and other legal documents. Considerable knowledge of general office procedures. Working knowledge of the organization of City government and the function of City departments; methods and techniques of supervision; and supervision of assigned staff. Skill in the operation of a variety of office equipment, computer and software (word processing, database presentation, spreadsheet applications), and transcription of recordings as needed. Ability to interpret, apply and explain related laws, City codes, special instructions, policies, and procedures; compose correspondence, communicate clearly and concisely both orally and in writing; establish and maintain cooperative working relationships; interact effectively with all levels of management, employees and outside contacts; exercise independent judgment and manage multiple priorities; learn new methods, procedures and computer software programs.



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### SPECIAL REQUIREMENTS

Must be bondable; possession of a valid California Driver's License and acceptable driving record. Thorough knowledge of notary public procedures and the ability to maintain a valid commission is also required. The notary public commission shall be obtained within a reasonable time to be determined by the City Manager at time of hire.

### ESSENTIAL ELEMENTS

#### Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

#### Stress Factors

Ability to assist the public, elected officials and staff. Ability to interpret and explain actions to the public and City Council.

#### Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

#### Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment.

#### Equipment

Computer, keyboard, telephone, calculator, photocopiers, postage machine, facsimile machines, typewriters, various computer printers.