

**CLASS SPECIFICATION**  
**City Clerk**

**GENERAL PURPOSE**

Under policy direction from the City Council, plans, organizes, manages, directs and coordinates the programs and activities of the City Clerk's Office; serves as clerk/recorder for the City Council; provides policy guidance and expert professional assistance to City departments in areas of responsibility; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The City Clerk is responsible for managing and integrating a variety of programs and services that enable the City Council and City departments to accomplish City business efficiently and effectively while ensuring that procedures and processes meet legal requirements and are implemented with integrity. The incumbent manages programs and services including election and campaign financing disclosure, preparation of Council agenda and minutes, maintenance of official City records, a records management and document imaging program and analysis and enforcement of laws pertaining to elections, public records and conflict of interest. The incumbent represents the City in interactions with its citizens and other public stakeholders and is expected to do so in ways that build the City's credibility as a knowledgeable, responsive public agency and promote the community's capability to communicate with and participate in its local government. Many City Clerk functions and activities are prescribed by the City Municipal Code and other state and federal laws. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the City Clerk's Office; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Plans and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and procedures and labor contract provisions.

3. Provides day-to-day leadership and works with supervisors and staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Attends City Council meetings and directs preparation of the agenda and supporting materials; coordinates and supervises duplication and distribution of agenda packets and supporting materials; directs the documentation, maintenance and dissemination of all City Council actions including minutes, ordinances, resolutions, agreements and deeds; prepares staff reports to include in agenda packets; directs the legal posting and publication of notices, postings, ordinances, bids and public hearings to ensure Brown Act requirements are met.
5. Directs and coordinates a City-wide records management program for official City records and archives; acts as custodian of official, permanent ordinances, resolutions, agreements, deeds, and other documents for which the City Clerk's Office is the office of record; reviews resolutions and ordinances for correctness and codifies ordinances in the City's Municipal Code; periodically publishes and distributes Municipal Code updates.
6. Serves as Deputy Registrar of Voters; plans, supervises, coordinates and administers the conduct of municipal elections; ensures the legality of election proceedings in accordance with state and local election and campaign financing laws; administers procedures for filing Statements of Economic Interest and campaign financing statements and reporting; notifies affected parties of FPPC requirements and deadlines and answers questions regarding filing issues from City Council, designated committees, designated City employees, candidates, consultants, the media and the public; certifies election results.
7. Analyzes and ensures compliance with local, state and federal laws pertaining to public records, municipal elections, campaign financing and conflict of interest and advises the City Manager and the City Council regarding the requirements of such legislation.
8. Researches and prepares reports for the City Manager and the City Council; works closely with the City Manager, City Council, City departments, other public and private entities, the media and the public in providing public records information and services; responds to and resolves difficult and sensitive citizen inquiries and complaints; assists the public and City staff by providing information and research assistance; certifies the authenticity of City documents.
9. Maintains official custody of the City seal and shares signatory power on ordinances, resolutions and agreements; certifies copies of official documents.

#### **OTHER DUTIES**

1. Confers with and provides expert professional assistance to members of City departments in areas of responsibility; represents the City in meetings with representatives of governmental agencies, business, professional and community agencies and the public; monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements.
2. Administers oaths and affirmations; certifies affidavits and depositions.

3. Tracks term expirations of Council, committee and board members; coordinates advertisement and replacement processes for board, committees and advisory group members; writes staff reports regarding vacancies and applicants.
4. Receives the service of claims and subpoenas on behalf of the City.
5. Officiates at bid openings and prepares or directs the preparation of related documents.
6. Ensures the provision of administrative and office clerical support to City Council members.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Policies, procedures and requirements governing the actions of an elected City Council and the general functions of a municipal government.
2. Organization, functions, procedures and rules of the Council and Council Committees.
3. Municipal Code provisions related to the operations of the City Clerk's function and matters which come before the Council and its Committees.
4. The Brown Act, Roberts Rules of Order, parliamentary procedure and other rules and procedures governing the notice and conduct of public hearings.
5. The California State Election Code and other applicable ordinances and laws pertaining to the conduct of municipal elections.
6. The California Public Records Act and other applicable federal, state and local law governing the maintenance and retention of public records.
7. The organization, functions, procedures and rules of the City Council and Council committees.
8. Principles and practices of public administration, including budgeting, records management, contracts and purchasing.
9. Principles and practices of effective management and supervision.
10. City human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Plan, organize, direct and evaluate office staff and activities; select, motivate and evaluate staff and provide for their training and development.
2. Develop and implement goals, objectives, policies, procedures and internal controls.
3. Analyze, interpret, explain and apply complex legal documents, contracts and administrative procedures and regulations.
4. Analyze complex technical and administrative problems, evaluate alternatives and adopt effective courses of action.

5. Prepare clear, concise and comprehensive correspondence, minutes, reports, studies and other written materials.
6. Plan, organize and coordinate effective municipal elections.
7. Prepare and present organized and accurate oral reports.
8. Exercise sound, expert judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the City Manager, Mayor, City Council, City departments, other public and private entities, citizen groups, candidates, the media, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration or a closely related field; and seven years of progressively responsible management or administrative experience which has included supervision of staff, records management, complex analytical studies and the interpretation of laws, regulations and other legal documents, at least two of which were as assistant or deputy city clerk in a California city; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Current license as a Notary Public issued by the State of California.

Certification as a Certified Municipal Clerk by the International Institute of Municipal Clerks is highly desirable.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with the City Manager, Mayor, City Council, City departments, other public and private entities, citizen groups, candidates, the media, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions and the noise level is usually quiet.