

CITY CLERK

DEFINITION

Under the provisions of the Municipal Charter and within the framework of general policy established by the City Council, plans, organizes, directs and coordinates the activities of the City Clerk's Office.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Council. Exercises direct supervision over supervisory, professional or clerical staff.

DISTINGUISHING CHARACTERISTICS

City Clerk is responsible for planning, organizing, directing and coordinating the administrative and operational activities of the City Clerk's Office. The incumbent performs as clerk to the City Council and directs the publication, filing, indexing, and safekeeping of all proceedings of the Council. The City Clerk is appointed by, receives instructions from, presents recommendations to and is directly responsible to the City Council. This is an unclassified position in which the incumbent serves at the will of the City Council.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

(may include, but are limited to, the following:)

Performs the duties specified by Section 802 of the City Charter.

Plans, organizes, directs and coordinates the activities of the City Clerk's Office.

Plans and directs the maintenance of official City documents and records.

Attends Council meetings; supervises and participates in keeping the journal of Council proceedings, ordinances and resolutions.

Directs the operation of the City records storage facility.

Supervises the administration of oaths, and certifications of official documents pertaining to the business of the City.

May provide staff support for various boards and commissions.

Coordinates employee service awards and employee of the quarter activities for the City.

Acts as the City's filing officer under the requirements of the Political Reform Act of 1974, as amended; is responsible for timely filing of all required Conflict of Interest and Economic Interest statements.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The organization and functions of City government.

Principles and practices of management.

Municipal laws and procedures; such as the Ralph M. Brown Act and Public Records Act.

Financial and budget administration principles and practices.

Skill to:

Coach, monitor and evaluate the work of subordinate staff.

Use computers and applicable software applications.

Review and approve official documents.

Ability to:

Use good judgment in making decisions in conformance with laws, regulations and policies.

Research, interpret, apply and explain applicable laws, codes, ordinances, polices, procedures, rules and regulations.

Establish and maintain effective working relationships.

Communicate effectively orally and in writing. Prepare clear, concise, and comprehensive reports, records, and other written documents.

Handle sensitive and high profile duties, while managing multiple priorities simultaneously.

MINIMUM QUALIFICATIONS

Education:

Sixty (60) units of accredited college or university coursework with a major in Public Administration,

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Management or related field;

AND

Experience:

Five (5) years of thorough, progressively responsible management experience in a general purpose local government or public administration, or training comparable to that required for certification as either Certified Municipal Clerk or Master Municipal Clerk; OR any combination of education and experience equivalent to the above.

Necessary Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 08/18/2011

MR/CR/co/09/05/90
+474/SPEC6
Revised TB:scm 8/11/11