

**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 and Central Print.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision and direction from the City Council and Council President. 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 and Central Print. 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:**

Includes, but are not limited to, the following:

Attends all Council meetings either in person or by deputy; records and maintains a full, true, and accurate record of all Council proceedings; supervises and participates in keeping the journal of Council proceedings, ordinances, and resolutions.

Prepares Council meeting agendas and minutes.

During Council meetings, tracks Council meeting Agenda items, motions, amendments, direction, and the disposition of each matter, including closed sessions.

Oversees the City Clerk's portion of the City's website concerning matters related to the Clerk's Office.

Prepares veto slips and assists with the veto process after legislative items are approved by Council.

Works closely with the City Attorney's Office concerning legal issues and procedures.

Keeps an accurate and updated list of memberships in City boards, commissions, and Council committees.

Ensures ordinances approved by the Council are codified and published.

Is the custodian of the Seal of the City.

Maintains separate books of all ordinances and resolutions with the certificate of the Clerk annexed to each, stating the documents to be the original or a correct copy, and as to ordinances requiring publication, stating the ordinance has been published in accordance with the Charter; keeps all books properly indexed and open to public inspection when not in actual use.

Maintains separate and appropriately indexed files of all contracts executed and authorized by Council action and all official bonds.

Maintains in appropriate books and files such other records, documents, instruments, and papers as Council shall provide by ordinance.

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

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

Directs the operation of the City records storage facility and the City's internal printing operation.

Administers oaths or affirmations, takes affidavits and depositions pertaining to affairs and the business of the City and certifies copies of official records; supervises the administration of oaths, and certifications of official documents pertaining to the business of the City.

May participate in and provide staff support for various boards and commissions.

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

Reads aloud at Council meetings and ceremonies proclamations, certificates of recognition, and similar documents.

Acts as the City's ex-officio Assessor, unless the Council has availed itself, or does in the future avail itself, of the provisions of the general laws of the State relative to the assessment of property and the collection of City taxes by county officers, or unless the Council by ordinance provides otherwise.

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.

Acts as the City's elections official, as directed by Council.

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

Performs related duties as requested.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

The organization and functions of City government.

Principles and practices of management and supervision.

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

Fresno City Council Rules of Procedure.

Election laws and procedures.

Financial and budget administration principles and practices.

**Skill to:**

Coach, monitor, and evaluate the work of assigned staff.

Use computers and applicable software applications.

Review and approve official documents.

Safely operate a motor vehicle.

**Ability to:**

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

Research, interpret, apply, and explain applicable laws, codes, ordinances, policies, 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.

Identify opportunities for improvement and implement changes.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the City Clerk's Office.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Bachelor's degree from an accredited college or university in public administration, business administration, or a related field.

AND

#### **Experience:**

Five (5) years of thorough, progressively responsible management experience, two (2) years' experience must be at supervisory level, in a general purpose or charter local government or public administration, or experience comparable to that required for certification as either Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).

OR

Possession of a master's degree from an accredited college or university in public administration, business administration, or related field and three (3) years of thorough, progressively responsible management experience, two (2) years' experience must be at supervisory level, in a general purpose or charter local government or public administration.

Recent administrative experience as a Deputy City (or County) Clerk or Assistant City (or County) Clerk in a large (population 250,000 or higher) municipality is highly desirable.

Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience equals 30 units, up to a maximum of two (2) years.

#### **Special Requirements:**

Possession of a valid California Driver's License required at time of appointment, which must be maintained for entire employment as the City Clerk.

Possession of a valid CMC Certificate; possession of a valid MMC Certificate upon employment or eligible for and progressing towards obtaining a valid MMC Certificate, which must be obtained within 36 months of attaining such eligibility. With a bachelor's degree or a master's degree from an accredited college or university in public administration, business administration, or related field, possession of a valid CMC within 24 months of employment as the City Clerk, and eligible for and progressing towards obtaining a valid MMC Certificate, which must be obtained within 36 months of attaining such eligibility. Both the CMC and MMC Certificates must be maintained the entire employment as the City Clerk upon possession.

Possession of a notary public certification within 12 months of employment, which must thereafter be maintained for entire employment as the City Clerk.

APPROVED: (Signature of File)  
Director of Personnel Services

DATE: 7/30/21

Revised: TJM:scm 7/29/21