

**ADMINISTRATION  
CITY CLERK**

**GENERAL DUTIES:** The City Clerk shall have the power and be required to attend all meetings of the City Council and is responsible for recording and maintaining a record of all proceedings, ordinances and resolutions, including all written contracts and official bonds, indexed and available for public inspection; is custodian of the City Seal; administers oaths or affirmations, takes affidavits and depositions pertaining to the affairs and business of the City and certifies copies of official records; have charge of all City elections; responsible for publication and posting of all official advertising of the City and performs other duties consistent with the Charter as may be required by the Council.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the City Clerk's Office.
2. Prepare and direct the distribution of Council agenda materials.
3. Follow-up after Council meetings to ensure that appropriate actions are taken, questions answered and individuals notified.
4. Develop a Citywide, computer-based records management system.

5. Answer questions regarding City activities, policies and regulations.
6. Distribute and process election documents.
7. Coordinate the formation of assessment districts.
8. Prepare and monitor the budget for the City Clerk's office.
9. Coordinate official filing for Fair Political Practices Commission documents.
10. Select, evaluate and assign work to clerical personnel and provide for their training and professional development.
11. Be responsible for the morale and productivity of the office.
12. Interpret City and Department policies and procedures to department employees.
13. Provide varied staff assistance to the City Administrator, including representing the City Administrator in meetings with the public, obtaining information from various departments and conducting studies and projects related to any City function as directed.
14. Coordinate City Clerk activities with those of other City departments to ensure completion of the work.
15. Maintain records of Campaign Statements, distribute and file same on all elected officials as required by law.
16. Provide staff support directly, or through delegation to City Clerk's Office staff, to the Mayor and City Council as requested. Support work includes items such as opening and evaluating mail, scheduling meetings, organizing files, preparing correspondence, gathering information, etc.
17. Ensure that the City Council and City Clerk aspects of the City website are current.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Provide varied administrative support to the City Council and the City Administrator.
2. Perform personal computer operations and word processing applications.
3. Conduct analytical studies, evaluating alternatives and making sound recommendations.
4. Organize and maintain a variety of files, including a computer-based records

management system.

5. Compose resolutions, minutes, correspondence and prepare other written materials from brief oral or written instructions.
6. Analyze situations accurately, using independent judgment and adopting effective courses of action.
7. Use tact and discretion in establishing effective working relations with City Council, staff, and others.

**KNOWLEDGE:** Knowledge of:

1. Laws and regulations concerning the Brown Act.
2. The functions and role of a Council/Administrator form of government, and the organization of typical services provided by a municipal government.
3. Records management and filing principles and practices.
4. Standard office administrative practices and procedures, including business letter writing and business mathematics.
5. Correct English usage, including spelling, grammar, punctuation and vocabulary.
6. Budgetary practices and principles.
7. Election procedures and current Fair Political Practices Commission requirements.
8. Supervisory principles and practices.
9. Program evaluation principles and methods.

**ABILITIES:** Ability to:

1. Use initiative and sound independent judgment within established guidelines.
2. Communicate orally and in writing in a clear, concise and convincing manner.
3. Interpret and explain complex ordinances, rules and policies.
4. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Postage meter and scale
10. Lettering machine
11. Dictation/transcription equipment
12. Binding machine
13. Paper cutter or shredder
14. Specialized computer software
15. Automobile
16. Computer scanner
17. Television and VCR
18. Microphones and equipment
19. Tape recorders
20. Video cameras

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and boxes of work-related material:

1. Sitting, for prolonged periods of time while working at the computer or attending meetings, including Council meetings.
2. Walking
3. Standing, for prolonged periods of time when conducting computer training.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Speed, in meeting deadlines and using office equipment.
12. Driving

**SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder or cutter, camera, scanner, TV, VCR, tape recorder, microphone equipment or automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions when traveling to meetings or seminars, attending training or delivering agendas, less than 10% of the time.
2. Travel: Under varying conditions in an automobile or plane, less than 10% of the time.
3. Flooring: Asphalt, cement, uneven surfaces, stairways, gravel, carpeting, linoleum, etc.
4. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.
5. Ventilation: Heating and air conditioning provided by an automobile or plane.
6. Dust or Fumes: Normal to high outdoor levels of dust, pollen, odors, and fumes when traveling for business purposes.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, television, VCR, tape recorder, video camera and microphone equipment. When traveling to meetings and training seminars or when delivering agendas, there is some exposure to mechanical hazards while utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in the typical office and field environment. Typical office exposure to fumes or gases may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Equivalent to graduation from a four-year college with a Bachelor's degree in public administration, political science, or other related field of study. Additional responsible administrative experience with a municipal agency may be substituted for the required education on a year-for-year basis to a maximum equivalent of two years of higher education.
2. Three years of experience as a City Clerk or other similar experience which has included high-level administrative responsibilities, personnel and budgeting experience and significant public contact experience.
3. One year supervisory level experience which has included the supervision of subordinate staff.
4. Attention to detail is essential.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.