

CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction from the City Manager, directs, manages, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and Redevelopment Agency and codification and maintenance of official City records; administers municipal elections; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and City Council.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for all services and activities of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and Redevelopment Agency and codification and maintenance of official City records.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff within the City Clerk's Office; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the City Clerk's Office annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Serve as Executive Secretary to the City Council and City Manager; supervise and coordinate the preparation and distribution of agendas and support materials for City Council and other meetings as needed.
8. Attend meetings of the City Council and other meetings and record minutes; follow-up on action items as necessary.
9. Ensure accurate up-to-date filing of City ordinances, agreements, resolutions, and minutes of City Council, commissions, and committees; sign and certify official City documents.
10. Ensure City agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published.

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11. Coordinate the conduct of municipal and special elections; act as liaison to the Stanislaus County Registrar's office; file state campaign statements and other forms; facilitate compliance with the Fair Political Practices Act; administer state campaign financing and disclosure laws.
12. Administer Oaths or affirmations.
13. Oversee and supervise all public records requests; notes and submits requests that need to be reviewed by the City Attorney before being fulfilled.
14. Oversee and manage the City's records management program including developing procedures for records management, retrieval and disposal; maintain, dispose, and preserve official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements; supervise the storage and protection of the City's permanent records.
15. Serve as the liaison for the City Clerk's Office with other divisions, departments, outside agencies and the general public; negotiate and resolve sensitive and controversial issues.
16. Provide responsible staff assistance to the Mayor, City Council, City Manager, City Attorney, and Redevelopment Agency; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to City Clerk's Office programs, policies, and procedures as appropriate.
17. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the City Clerk's Office including municipal records management and election administration; incorporate new developments as appropriate.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a City Clerk's Office.
Modern municipal administrative methods and procedures, organizations, and functions.
Principles of supervision, training, and performance evaluation.
Research techniques, sources and availability of information, and methods and principles of report presentation.
Rules and regulations governing local municipal elections.
Principles and practices of administrative management including electronic document and records management and systems analysis and implementation.
Principles and practices of business correspondence.
Principles and practices of municipal budget preparation and administration.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state, and local laws, codes, rules, and regulations related to the responsibilities of a City Clerk including the Ralph M. Brown Act, the California Elections Code as it applies to municipalities, California Public Records Act, Conflict of interest regulations and other applicable codes and ordinances.

Ability to:

Plan, organize, direct, and participate in the services and activities of the City Clerk's Office.

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Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Identify and respond to community and City Council issues, concerns, and needs.
Interpret and apply federal, state, and local policies, laws, and regulations.
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
Provide information and organize material in compliance with laws, regulations, policies, and procedures.
Facilitate group participation and consensus building.
Attend evening or weekend meetings as required.
Implement and maintain automated record keeping systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field. Significant related experience and certification may substitute for education.

Experience:

Five years of experience in performing responsible and complex administrative duties in a City Clerk's office.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a California commission as a Notary Public is highly desirable.

Possession of certification as a California Certified Municipal Clerk is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer

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keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Mid-Management/Confidential
FLSA Status: Exempt

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Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the City Clerk position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.