



City Clerk

Department/Division:	City Clerk
Reports To:	City Manager
Provides Direction To:	Departmental Assistant
Date Prepared:	June 16, 2022

GENERAL PURPOSE

Under general direction, plans, manages, and oversees the activities and operations of the City Clerk's Office, serving the City Council, City Manager, and the general public; coordinates legislative actions, elections, contracts administration, agendas, notices, and public records administration functions and works with other departments, officials, and the general public; and performs other related duties as assigned.

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 position.

1. Directs the work of the City Clerk Department; develops department goals, plans, policies and procedures in order to establish and achieve objectives, priorities, and work standards.
2. Selects, trains, supervises, counsels, and evaluates the work of department personnel, and disciplines personnel, as required.
3. Attests to the validity and accuracy of documents, notations, and signatures; publishes public notices and ordinance summaries; maintains and updates revisions to the Municipal Code.
4. Organizes, prepares and distributes the City Council agenda and bi-weekly agenda packet materials for all legislative meetings of the City Council, and other meetings in consultation with the City Manager, City Council, and departmental representatives.
5. Acts as the City's Elections Official; plans and conducts periodic City elections in accordance with the City Code, State of California statutes, and federal law; coordinates consolidation of election results with the Los Angeles County Registrar of Voters and reports election results to City Council; administers Oath of Office to newly elected officials and City employees.

6. Acts as the City's Fair Political Practices Commission Filing Official and Officer; distributes, receives and processes statements of economic interest, and local campaign and candidate statements, and related lists as part of public records; provides copies of records, forwards required documentation, and; destroys records in compliance with Fair Political Practices Commission (FPPC) regulations; reports apparent violations to the appropriate agencies.
7. Manages the Boards and Committees administrative processes; recruits for and maintains eligible commissioner applications; publishes scheduled and unscheduled vacancies in compliance with public notice requirements; coordinates commissioner interviews and orientation process for new representatives; administers Oath of Office to newly appointed commissioners.
8. Manages City-wide records retention guidelines, include the coordination of maintenance and updates, and staff training, as needed related to processes.
9. Maintains accessibility of all public records in accordance with the California Public Records Act and ensures that all requests are fulfilled within all state and local statutory guidelines.
10. Prepares new contracts and amendments to existing contracts to ensure conformance with City standards and requirements and to verify that contract specifications are presented in a complete and accurate manner.
11. Reviews the scope of work and insurance certificates in coordination with the City Attorney in order to limit the City's liability and to assure that performance requirements are clearly identified; prepares notices and reminders concerning pending expiration of contracts.
12. Coordinates Requests-For-Proposal (RFP) reviews; receives and conducts official openings of City bids presented by contractors; conducts interviews for outside agencies; administers award notifications.
13. Develops and administers the division's budget; monitors and approves expenditures; administers records and archives.
14. Attends City Council meetings and participates in departmental staff and management meetings; prepares staff reports and makes presentations, as requested.
15. Researches and develops policies and procedures and evaluates material related to special projects.
16. Maintains current knowledge of related laws, trends and current practices through research and participation in professional groups and association meetings.

QUALIFICATIONS GUIDELINES

Knowledge of:

Policies, standards, and practices of the Brown Act, Political Reform Act, Freedom of Information Act, and California Public Records Act, Maddy Act, California Elections Code, Conflict of Interest Code, Fair Political Practices and Campaign (FPPC) and other pertinent federal, State, and local laws, codes, and regulations; organization and functions of local government and municipalities; contract administration practices, insurance standards, and public bidding and selection standards; operational characteristics and activities of a Municipal Clerk and records management program; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; political reform filing and disclosure requirements; principles of supervision, training and performance evaluation; principles and practices of budget preparation and administration; modern office procedures; methods and computer systems related to municipal elections and records management.

Ability to:

Operate personal computer to utilize word processing, spreadsheet, graphics, records management, and optic imaging software applications, including agenda management and Laserfiche; operate general office equipment as well as reprographics, analog and digital recording, and audio visual equipment; operate election tabulation equipment; manage, direct, and coordinate the work of administrative and clerical personnel; select, supervise, train, and evaluate assigned staff; provide information and organize material in compliance with laws, regulations and policies; direct the retention and description of official records in accordance with applicable laws and regulations; administer provisions of the City ordinances and state and federal regulations as they relate to the City Clerk functions; prepare and administer a department budget; recommend and implement goals, objectives and practices for providing effective and efficient services in the City Clerk's office; coordinate multiple projects and meet statutory deadlines; prepare clear and concise reports and research and maintain accurate records and files; analyze problems, identify alternate solutions, and implement appropriate actions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work including staff, management, public officials, private representatives, and the general public.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible supervisory and administrative experience in the City Clerk's office involving the maintenance of official records and contractual documents, including two years in municipal government; or an equivalent combination of training and experience.

Education: Equivalent to a Bachelor's Degree in public administration, or a closely related field.

Licenses/Certificates/Special Requirements: Ability to attain certification as a Master Municipal Clerk or equivalent designation within one year of assignment to this position.

Designation as a Notary Public by the State of California.

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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 class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

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

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees 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.