

CITY CLERK
(Unclassified)

DEFINITION

To plan, organize and direct all activities of the City Clerk's office in order to serve as clerk to the City Council, maintain official City records, conduct City elections and provide information and service to the public.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the Unclassified Service. The incumbent is appointed by and serves at the will of the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises supervision over staff assigned to the City Clerk's office.

ESSENTIAL DUTIES

1. As clerk to the City Council, prepares agenda and maintains true record of all proceedings following through and giving attention to items acted upon such as acknowledging communications, publishing and mailing notices, and recording documents.
2. Administers oaths of office and schedules public hearings before the City Council.
3. Conducts City elections, both consolidated and stand alone, answering related questions and assisting the public.
4. Processes charter amendments, initiatives, referenda, and recall petitions in a timely and effective manner.
5. Directs the recording and preparation of minutes for the Planning Commission and the Board of Adjustments.

ESSENTIAL DUTIES (continued):

6. Serves as custodian of the City Seal and official City records and documents, keeping all records properly indexed for ready reference.
7. Administers requirements of campaign and financial disclosure legislation.
8. Coordinates City wide records retention program.
9. Receives and publicly opens bids for City contracts and signs bonds issued by City.
10. Maintains the Municipal Code, City Council Handbook and Boards and Commissions Handbook.
11. Conducts recruitment and appointment process for membership on boards and commissions.
12. Provides research and reference services to the public and City staff.
13. Receives, distributes and acknowledges mail directed to the City Council.
14. Prepares and administers department budget.
15. Selects, supervises, trains and evaluates staff.
16. Coordinates City Clerk activities with other city departments and with outside agencies.

OTHER JOB RELATED DUTIES

1. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Federal, state and municipal laws and procedures relating to maintenance of municipal

records.

Knowledge of (continued):

- B. Records management principles and systems as they relate to municipalities.
- C. Election laws and procedures.
- D. Reporting requirements of the Political Reform Act of 1979 as amended.
- E. Current personnel and administrative practices.
- F. Modern office practices, procedures and equipment including word processing applications and uses.

Ability to:

- G. Analyze, interpret, and apply laws and regulations affecting the City Clerk's functions.
- H. Provide information to public and City Council.
- I. Communicate clearly and concisely, orally and in writing.
- J. Select, supervise, train and evaluate assigned staff.
- K. Prepare and administer a department budget.

EXPERIENCE AND TRAINING

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

Experience:

Five years experience in relevant and complex records management typically associated with City Clerk duties including supervisory and office management experience.

Training:

Equivalent to an AA degree in business or a related field. Coursework leading to certification as a Certified Municipal Clerk by the International Institute of Municipal Clerks is desirable.

SPECIAL REQUIREMENTS

Flexibility of work hours and overtime including weekly evening hours and occasional weekend work; dexterity to operate computer keyboards, answer phones; ability to read computer screens.

725CS93

December 1980

Revised: July 1993

AAP GROUP: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt

ADA Summary of Essential Duties
City Clerk
(Unclassified)

1. SWE
2. OAE
3. OAE
4. OAE
5. MWE
6. MDE
7. OAE
8. MDE
9. OAE
10. OAE
11. OAE
12. MWE
13. OWE
14. OAE
15. OAE
16. MDE

Special Requirements

Essential duties require the following physical abilities and work environment: flexibility of work hours and overtime including weekly evening hours and occasional weekend work; dexterity to operate computer keyboards, answer phones; ability to read computer screens.

Effective July 1993