



Department: City Clerk
Prepared By: Nash and Co.

FLSA Status: Exempt
Prepared Date: July 28, 2017

JOB TITLE: City Clerk

SUMMARY:

Serves as the secretary/clerk to the City Council and Successor Agency, maintains official City records, serves as Legislative Officer/Administrator in carrying legislative functions for the City, and coordinates municipal elections with the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Schedules agenda items for Council and Agency Meetings and prepares final agenda packet.
- Maintains business calendar for the Mayor and City Council.
- Processes notices of public hearings, proclamations and press releases.
- Prepares, finalizes and distributes minutes of meetings.
- Records, certifies and maintains legislative history of meetings.
- Conducts research of City records and documents.
- Maintains codification of Municipal Code Book.
- Attests to and posts ordinances and resolutions.
- Executes and acknowledges contracts.
- Certifies legal documents.
- Serves as custodian of official City records.
- Plans and directs the maintenance of all municipal documents.
- Plans and coordinates municipal elections with the County.
- Maintains files related to Fair Political Practices Commission.
- Composes and prepares correspondence.
- Records and files Notices of Completion for Public Works Projects.
- Records and processes deeds and easements.
- Processes and transmits contracts and agreements.
- Accepts service of process for claims against the City.
- Assists in the preparation of the department budget.
- Serves as Notary Public for certification of City legal documents.
- Responds to public inquiries and complaints.
- Attends City Council meetings and other committee meetings.
- Performs related duties as assigned.



OTHER JOB EXPECTATIONS:

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

MINIMUM QUALIFICATIONS AND CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates Degree (AA) in Public or Business Administration.
- Four years increasingly responsible experience related to municipal recordkeeping; or equivalent combination of education and experience.
- Ability to communicate effectively, excellent verbal and writing skills.
- Exercise tact and diplomacy in dealing with citizens and the public.
- Interpret, apply, and enforce City policies, procedures, rules and regulations.
- Establish and maintain effective working relationships.
- Effectively communicate with and respond to officials, the press and the public.
- Plan, organize and administer programs.
- Prepare statistical records and reports.
- Organize and coordinate office activities.
- Interpret and explain policies & procedures.
- Compose correspondence independently.
- Schedule and coordinate meetings.
- Prepare and maintain records and files.
- Perform research, compile data, prepare reports.
- Perform clerical work & administrative tasks.
- Meet schedules and time lines.
- Plan and organize work.
- Operate personal computer and software.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Business Administration or related field.

Possess the knowledge of:

- Parliamentary procedures.



- Election laws and procedures.
- Principles and practices of records management.
- Budget preparation and administration.
- City department operations.
- City Council practices and procedures.
- Advanced secretarial administrative methods.
- Research methods and report writing.
- Coordination of clerical assignments.
- Modern office practice and procedures.
- Applicable sections of codes and laws.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California driver's license.
- Notary Public.
- Certified Municipal Clerk (CMC) required within one year of employment.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Ability to identify and solve complex issues/problems.
- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here 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 functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.