



CITY CLERK

Definition:

Under the direction of the City Manager, coordinates the programs and activities of the City Clerk's Office.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Maintains responsibility for all services and activities of the City Clerk's Office including maintaining responsibility for the City Seal, City Council agendas, meetings and minutes, consolidated county/municipal elections, and municipal code maintenance.
2. Compiles, prepares, and edits the City Council agenda packet including minutes and follow-up documentation, reviews and distributes Council agenda and documentation package.
3. Attends and participates in City Council meetings, records proceedings, and prepares minutes.
4. Administers the city-wide records management program, maintains, disposes, and preserves official city documents and records including resolutions, ordinances, deeds, City Council minutes, agreements, and reports in accordance with legal requirements.
5. Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, and various legislative documents, provides records retrieval services to the public and city employees.
6. Implements goals, objectives, policies, and priorities for assigned programs.
7. Recommends and administers policies and procedures.
8. Coordinates City elections with L.A. County, ensuring compliance with election laws.
9. Performs notary public duties.
10. Responds to and resolves citizen inquiries and complaints, and conducts research on more complex inquiries.
11. Organizes and administers the filing of Statements of Economic Interest and campaign disclosure statements, monitors and reviews filings to ensure they are complete and in compliance with specified requirements.
12. Provides responsible staff assistance to the City Manager and City Council.
13. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Operational characteristics, services, and activities of a City Clerk's office.
- Principles and practices of municipal government administration.

- Election laws and procedures.
- Principles and practices of records management program administration including records retention laws.
- Political reform requirements.
- Pertinent federal, state, and local laws, codes and regulations.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Administer the operations, services, and activities of the City Clerk's Office.
- Coordinate, prioritize, supervise, and train the work of lower level staff.
- Meet critical deadlines and follow up on work assignments.
- Learn and apply technical procedures involving codes, specialized vocabulary, and legal forms.
- Proofread materials for correct English usage.
- Assist in the development and implementation of policies, procedures, and internal controls.
- Exercise tact and diplomacy in interpersonal dealings, which are difficult and highly sensitive.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management public officials, other public and private organizations and the media.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be five years of highly responsible administrative experience involving the development and maintenance of detailed and complex records and legal documents, the meeting of critical deadlines and the interpretation of laws and regulations. A Bachelor's degree from an accredited college or university with major course work in public administration, business, political science, or a related field may substitute for two years of experience. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required at the time of hire, as well as the ability to become a Certified Municipal Clerk within one year of employment.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.