



Job Code: 0008
FLSA: E
Unit: MGMT
Revised: 2/8/90

CITY CLERK

DEFINITION

The City Clerk is a management position. Under the general direction of the Assistant City Manager, the City Clerk directs the activities of the City Clerk's office as well as performing personally many of the tasks assigned thereto.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Assistant City Manager. Exercises immediate supervision over the Deputy City Clerk and Records Clerks.

TYPICAL DUTIES

1. Exercises responsibility for the proper organization, staffing and operation of the City Clerk's office.
2. Coordinates the activities of the City Clerk's office with other City departments.
3. Supervises the City Clerk's office staff to include scheduling, assigning tasks, evaluating, training, recommending personnel actions; assisting in selection, and enforcing rules and regulations.
4. Ensures the accurate and up-to-date filing of City ordinances, agreements, resolutions and minutes of City Council, commission and committee minutes.
5. Ensures City agreements, contracts and other legal documents are signed and recorded, associated records and documents are obtained and public notices and ordinances are published.
6. Prepares City Council agendas and packets and records City Council minutes.
7. Coordinates consolidated City elections with County; supervises conduct of non-consolidated elections.
8. Directs the operation of the City's centralized records system to assure system integrity is maintained and schedules and procedures are adhered to; recommends system improvements and modifications.

MINIMUM QUALIFICATIONS

Knowledge of:

1. California Election Code as it applies to municipalities.
2. Modern records management principles and practices.
3. California Public Records Act.
4. California conflict of interest regulations.

Ability to:

1. Supervise subordinate personnel.
2. Read, understand, explain and administer government statutes and regulations governing areas of responsibility.
3. Direct and coordinate municipal elections.
4. Direct the daily activities of a City Clerk's office; coordinate with other departments and agencies.
5. Take dictation at 100 wpm.
6. Transcribe information from shorthand notes and dictation equipment.
7. Deal effectively with the public.
8. Organize and maintain up-to-date and accurate files.
9. Attend night meetings.
10. Type accurately, using word processing equipment, at 60 wpm.

Experience:

Three years of experience performing duties associated with the function of City Clerk.

Education: High School degree or G.E.D. equivalent. Additional education at the college level desirable.

License:

Valid California driver's license required.

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