

CITY CLERK

DEFINITION

Plans, organizes and performs professional level work in support of all City Clerk functions and activities, which include conduct of elections, custody and access of public records, preparation of agenda materials and minutes and maintenance of the City's Municipal Code; processes claims against the City with a third-party administrator; provides assistance to City management staff in areas of expertise; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The City Clerk receives administrative direction from the City Manager. The incumbent must be able to work closely with all operating departments, representatives of other organizations and be able to work independently in a productive and efficient manner without direct supervision

CLASS CHARACTERISTICS

The City Clerk administers a variety of programs through City staff and the use of professional and technical contractors. Responsibilities include providing support services to the City Manager and the City Council, coordinating the activities of the department with appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office; prepares and administers the budget for the office and for the City Council.
- Serves as the Election Official, coordinates resources and communications with County to assure a smooth and efficient election activity; prepares candidate guidelines; administers the candidacy and nomination process, provides information to candidates regarding procedural and disclosure requirements and publishes election notices and results within legal guidelines.
- Serves as the City's records manager, the official record keeper; administers the City's records management program; directs the maintenance of the City documents and records; administers Public Requests request in accordance with State law.
- Coordinates and supervises the records storage system in compliance with legal and policy requirements for records retention and disposition
- Serves as the Secretary to the City Council, the Board for the Redevelopment Agency and the Pinole Joint Financing Authority, and prepares agendas, minutes, and ordinances associated therewith. Coordinates the preparation of the agenda packets.

- Serves as the Secretary for other boards and subcommittees.
- Coordinates and directs the posting, mailing and publication of all legally required notices of City Council and Redevelopment Agency agendas, public hearings, ordinances and notices to insure compliance with the Brown Act.
- Codifies and maintains the Pinole Municipal Code.
- Maintains index of ordinances, resolutions, proclamations, deeds, contracts, agreements and other official City documents.
- Serves as the Filing Officer and manages processes for claims filed against the City as well as any summons that may be served on the City.
- Administers the provisions of the Political Reform Act.
- Administers the City Conflict of Interest Code.
- Administers the appointive list provision of the Maddy Act and administers the recruitment of Board and Commission vacancies.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Attest to, notarize and serve as custodian of all official City seals, records, contracts and agreements.
- Prepares a variety of clear and concise reports, correspondence, ordinances and other written materials.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.
- Administer Oaths of Office.
- Provides a supervisory and training role to the administrative staff; plans, organizes, reviews and evaluates the work of staff.
- Coordinates City Council activities, appointments and meetings.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- Functions, authority, responsibilities and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention and disclosure.
- Applicable laws, codes and regulations.
- Standard office practices and procedures, including the operation of standard office equipment.
- Computer applications related to the work and to the implementation of a City-wide information systems program.
- Principles and practices of budget development, administration and accountability.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Meeting all legal requirements of the function in a timely and effective manner.
- Coordinating municipal elections within legal guidelines.
- Overseeing and coordinating maintenance of the official records of the City.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the office.
- Negotiating and administering professional service contracts.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school; possession of an Associate of Arts degree with major coursework in public administration, public policy or a closely related field and three years of administrative support duties in a public agency setting, which has included records management and the interpretation of laws and ordinances. Experience as outlined above may be substituted for the higher education on a year-for-year basis to a maximum of two years.

License:

Possession of certification as a Certified Municipal Clerk. Must be capable of obtaining a Notary certification.

Working Conditions:

Must be available to attend off-hours meetings.

Physical Demands:

Must possess mobility to work in a standard office setting, to use standard office equipment, including a computer; strength and stamina to lift and carry 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.