

CITY CLERK

DEFINITION

Under general supervision, plans, administers and coordinates activities related to serving as Clerk of the Council including the performance of statutory duties, the preparation, posting, recording, and maintenance of agendas, minutes, and records for the City Council as prescribed by statute; coordination of codification of the City's Municipal Code; oversight of municipal elections; compliance with conflict of interest laws and FPPC regulations; oversight of recruitments for City advisory bodies; responsible and complex staff support to the City Council, City Manager, and Assistant City Manager; and performs other related duties as required.

SUPERVISION RECEIVED

Receives general supervision from the Assistant City Manager. May provide supervision and/or technical and functional lead direction and instruction to lower-level classes and/or volunteers within the division/department.

CLASS CHARACTERISTICS

The City Clerk provides a variety of confidential administrative, coordinative, analytical, and liaison capacities. The work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas while exercising independent decision-making within legal and regulatory guidelines. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Administer the preparation, publishing, posting, and distribution of City Council agendas within the guidelines established in the Brown Act.
- Attend and perform City Clerk functions at City Council meetings and prepare official minutes; follow through on items acted upon by the City Council.
- Prepare resolutions, proclamations, reports, and memoranda, including composing and preparing correspondence to appropriate individuals.
- Maintain current and past legislative history of City Council actions, including minutes, recordings, ordinances, resolutions, contracts, deeds, and insurance documents, and certified copies.
- Administer and coordinate the City's records management program to include document imaging, record retention, and record management systems and technology in coordination with Information Technology.
- Maintain custody of the City of Paso Robles Municipal Code and provide for its updates, subscriptions, and distribution of supplements.

- Execute official City documents; attest and/or acknowledge signor of legal documents, ordinances, and resolutions; administer oaths and affirmations; and maintain the custody and security of the official seal.
- Receive and process petitions and service related to initiatives, referendums, or recalls relating to matters pertaining to the City; examine and certify results.
- Coordinate the collection, recording, and processing of documents related to assessment districts and annexations, and file results in accordance with State requirements.
- Maintain rosters of all boards and commissions and direct the process to fill vacancies.
- Attend management team meetings to facilitate the Council's schedule of meetings and calendar, and for preparation of Council agendas.
- In coordination with the City Attorney, conduct all municipal elections and assure conformance to the Elections Code and Government Code; administer provisions of Political Reform Act of 1979 as it pertains to local government, including filing of campaign statements and Statements of Economic Interests for all elected officials, local political action committees, and other designated employees; serve as liaison for County elections officials.
- Serve as Deputy Registrar of Voters for the conduct of municipal elections in accordance with the City and State Elections Code.
- Review applicable legislation and provide accurate information and statistics about elections and compliance measures with State law and codes; provide information and guidelines about the election process to public and potential City Council candidates.
- Administer and facilitate appointments and assignments of Council members to regional and county boards, committees, and commissions.
- Ensure web presence on the City's web pages for Council, boards, committees, and commissions including, but not limited to, the roster, schedule of meetings, agendas, and minutes as provided by City departments.
- Track all public records requests; respond when able to or coordinate with the City Attorney and/or appropriate staff to ensure timely response.
- Assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
- Prepare and direct the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules, regulations, and procedures; answer questions; and resolve concerns.
- Attend meetings, conferences, workshops and training sessions and review publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.

QUALIFICATIONS

Knowledge of:

- The basic organization and function of public agencies, including the role of an elected City Council.
- Modern principles, practices, and techniques of municipal records management, elections, and agenda and minutes preparation.
- Applicable federal, state and local laws, codes, and regulations, including the Brown Act, California Elections Code, FPPC regulations, and the California Public Records Act.

- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence, and other written materials.
- Standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software for word processing, spreadsheets, presentations, and website maintenance.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of supervision, including work planning, review and evaluation, and the training of staff in work procedures.
- Occupational safety and health rules and regulations.
- Basic theories and methods associated with functional regulation and research.
- Techniques for providing a high level of customer service to public and City staff, in person, over the telephone, and email.

Skill in:

- Providing complex confidential administrative support to the City Council, City Manager and Assistant City Manager.
- Assisting in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
- Providing varied and responsible work requiring the use of independent judgment, tact, and discretion.
- Planning, organizing, scheduling, assigning, reviewing, and evaluating the work of staff.
- Collecting, compiling, analyzing, and summarizing varied information, proposing, and considering alternatives and reaching sound conclusions.
- Effectively representing the department and the City in meetings with community groups and various business, professional, educational, regulatory, and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Using English effectively to communicate in person, over the telephone and in writing.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Working in a team atmosphere and participating on a variety of City-wide committees to enhance the provision of City services.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Think creatively and collaboratively to develop new and/or different approaches to solving problems.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university and two years of responsible experience in a related field.

Additional experience as outlined above may be substituted on a year-for-year basis for the educational requirement up to a maximum of two years.

Experience in dealing with the public, working in a public agency setting and in working in an organization that will have provided a knowledge of the departmental function to which assigned is desirable.

Licenses and Certifications:

Requires the possession of or the ability to obtain a Certified Municipal Clerk certification and a Notary Public within two years of appointment.

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

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

Other Requirements:

Attendance at off-hours meetings and occasional travel are required.

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.