

CITY OF EMERYVILLE/MESA

Created: June, 1998
Revised: March 2016
TITLE: CITY CLERK
FLSA: Exempt

DEFINITION

Under general direction, manages the day-to-day activities of the City Clerk's division within the City Manager's office; establishes methods and schedules for work; performs full statutory and administrative functions of the City Clerk; performs responsible administration of the City's election processes and Fair Political Practices Commission reporting, record keeping, and statutory obligations; manages the citywide records management program; serves as secretary to City Council, filing officer and records custodian; provides information and service to the public and City departments; represents the City as member in City Clerk/Municipal Clerk and records management professional organizations; administers the broadcasting of the local government access cable station ETV; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises direct supervision over the City Clerk's Office staff. May provide direct supervision over other professional and clerical personnel as determined by the City Manager. Provides direction through consensus building and team leadership to a variety of staff, as a function of project management.

CLASS CHARACTERISTICS

This is an executive level classification with responsibility for the overall management of the Office of the City Clerk. The incumbent plans, assigns, and evaluates the work of staff assigned to the Office of the City Clerk. The incumbent receives direction from the City Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommends, develops, and implements policies and procedures in areas of responsibility of the Office of the City Clerk; researches, interprets and prepares data for studies, reports and recommendations.
- Manages City's records management program; oversees integration of new records into the system and their retention, transfer and destruction; ensures municipal records are accessible to the public.
- Manages and directs the preparation of indexes and maintenance and retrieval of official records of City Council and other City governing boards proceedings and actions; validates and provides certification of official documents.
- Coordinates services to the public including responses to requests from the public for information and records, requiring use of judgment and the interpretation of policies, procedures and statutes governing public record.
- Manages City Council and other City governing boards agenda process, including development/preparation of agenda, compliance with public noticing requirements of contents and completeness, and oversight of timely distribution to all parties; ensures that actions are accurately

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recorded; attends City council and other meetings of legislative bodies; prepares Action Recaps and initiates follow up to actions as well as preparing and coordinating extensive follow up tracking and completion with executive management.

- Administers and manages all City elections, including election pre-planning, assistance to candidates and/or proponents of ballot measures, initiation of public noticing and other requirements, and written submittal of certification of election results for ratification by City Council; accepts processes and verifies proposed petitions; administers legally required procedures/regulations for compliance with campaign financing and disclosure and conflict of interest regulations; serves as filing officer for campaign statements and filing official for statements of economic interest; advises appropriate individuals of their filing obligations; creates and maintains required administrative record keeping; updates the City's Conflict of Interest Code as required by law.
- Administers the City's local cable public access television broadcasting; coordinates program scheduling and serves as City's liaison with video consultants, Cable TV company and the public; resolves problems and provides direction as required.
- Plans, organizes and sets priorities to meet critical deadlines and carry out day-to-day operations and activities of the City Clerk's office; develops and applies policies and procedures and governing laws to areas of responsibility; supervises, directs, trains and evaluates assigned staff.
- Serves as secretary to City Council; initiates and/or assists with handling of City correspondence; makes travel arrangements, calendars meetings, and provides administrative/clerical functions as may be required by individual Council Member.
- Supervise the preparation and distribution of various City-related publications; review and update procedure manuals including forms, documents, new legislation and new programs; research, analyze, and prepare reports.
- Prepares a variety of written correspondence as necessary; writes reports and resolutions when Council action is required in area of responsibility; writes administrative procedures and act as resource for technical/legal information related to elections, FPPC, records management, and noticing requirements under Brown and Maddy Acts; reviews finished materials for completeness, format, accuracy, compliance with policies and procedures and appropriate English usage.
- Updates official records and related documents in response to administrative resolutions concerning City policies, procedures and administrative regulations; certify official legislative documents, verify signatures and affix City seal to ordinances, resolutions, agreements, deeds, bonds and other documents as necessary.
- Prepare and process legal documents and publications related to administrative actions and proceedings; oversee the coding and adopted ordinances and the publication of new and revised codes on the City website.

QUALIFICATIONS

Knowledge of:

Governmental administration including municipal government administration, city legislation, elections, and other related activities.

Principles, practices and methods of administrative, organization, economic and procedural analysis and development

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Public administration principles and practices, including organizational structure, budget systems and analysis, modern management, contracts administration, financial record keeping principles and practices, and labor and employee relations in a municipal setting

Applicable federal, state and municipal laws and procedures, including election laws and procedures, and political reform requirements; standard procedures and rules for the conduct of meetings; state legislative procedures.

Principles and practices of organization, management, supervision, and training.

Parliamentary procedures.

Basic computer applications.

Public contact and community relations skills.

Methods of research, analysis and preparation of written reports.

Ability to:

Supervise and direct multiple and diverse functions.

Establish, evaluate, and implement administrative/operative policies, practices, and procedures.

Evaluate complex problems, develop a positive course of action, and accomplish policy objectives.

Read, interpret, and apply legal requirements of a municipal City Clerk's office.

Establish and maintain effective records management procedures and filing systems.

Prepare and analyze complex reports of a general or technical nature.

Operate required computer systems and associated software.

Prepare and administer a department budget.

Supervise, train and evaluate subordinate staff.

Develop and maintain good working relationships with City officials and good public relations with the community.

PHYSICAL REQUIREMENTS:

Operate computer based equipment such as personal computer; transcribe minutes from a variety of sources, including video tape, notes, audio tapes, and/or personal computer generated minutes; sit for prolonged periods; work long hours and evenings as necessary. Must be willing to attend meeting outside of normal business hours and be available to work weekends and evenings.

LICENSES/CERTIFICATES:

Individuals who are appointed to this position will be required to maintain a valid California Driver's License

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and a satisfactory driving record throughout the tenure of employment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Equivalent to graduation from an accredited college or university with major course work in public administration or a related field and five years of responsible experience in municipal government administration, of which two (2) years of must be in management or leadership capacity. A Master's degree may be substituted for up to two years of required experience.

A Certified Municipal Clerk (CMC) designation issued by the International Institute of Municipal Clerks or the ability to obtain within three (3) years of hire. Master Municipal Clerk designation desired.