

CITY CLERK

DEFINITION

Serves as the official record keeper of the City; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to provide administrative support for the legislative function, records management and archiving, public information, election services, and filing officer services. The work is performed under the supervision and direction of the City Council, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned administrative support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

EXAMPLES OF DUTIES (Illustrative Only)

- Serves as the official record keeper of the City by managing and maintaining all permanent records and information, including resolutions, ordinances, minute orders, franchise agreements, joint powers agreements, deeds, consultant and professional services agreements, bids, and historic records.
- Maintains, updates, and codifies the City of Rio Dell Municipal Codes.
- Serves as Secretary to the City Council, including preparing agendas and public notices, recording and preparing minutes, publishing ordinance titles, and maintaining responsibility for use of the Council Chambers.
- Acts as a liaison to the City Council, staff, other agencies and officials, and the general public.
- Coordinates the collection and dissemination of public information, including researching, retrieving, providing, and explaining information to the general public, generating media advisories, and designing web page materials.
- Serves as the Lead Public Information Official during city-wide and multi-agency EOC response efforts.
- Serves as the City Election Official for all municipal elections, including performing all duties regarding any municipal election in accordance with State law.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Manages official FPPC statements of economic interests, conflict of interest statements, candidate filing, and campaign statements in accordance with State law.
- Receives complaints, claims against the City, subpoenas, summons, and appeals, including setting public hearings when appropriate.
- Keeps City Council and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of pertinent City codes, resolutions, ordinances, agreements, and policies.
- Comprehensive knowledge of the City's principles and practices of public agency record keeping, municipal elections, and the City Clerk's function.
- Comprehensive knowledge of municipal structure, personnel supervision, budget management, and agenda processes.
- Comprehensive knowledge of parliamentary procedure and conflict of interest.

Skill in:

- Operating assorted technical office and video equipment.
- Training and supervising personnel.
- Managing records and archives, record and produce minutes, and observe parliamentary procedure.

Skill in: Continued

- Working with people from a variety of socio-economic and cultural backgrounds.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- Ability to earn Certified Municipal Clerk designation within six years of hire.
- May require a valid Class C California State Driver's license.

Desirable Education and Experience:

- Any combination of training and/or experience which is equivalent to:
- Bachelor's Degree in Business, Political Studies, Computer Information, Communications, Accounting, or a related field.
 - Four to six years experience in a municipal Clerk's office.