



## **CLASSIFICATION SPECIFICATION**

### **CHIEF CITY CLERK**

#### **JOB SUMMARY:**

Under general supervision of the City Manager, the Chief City Clerk oversees all operations of the City Clerk's Department including records management, public information, public engagement, and municipal elections; directs the processing and preparation of council agendas and materials; develops and administers the department budget; serves as a member of the City's executive team; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Chief City Clerk reports directly to the City Manager and is responsible for the overall planning, organization, and administration of the City Clerk's Department. This classification serves as a member of the City's executive team and participates actively in addressing issues of concern to the City, which, at times, may not have a direct impact on their area of specialization.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Executes and certifies official City documents; administers oaths of offices; maintains custody of the City Seal; attends City Council meetings and records all official proceedings; prepares minutes and other documents; and directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- Develops and implements department policies and procedures; develops and administers the department budget; monitors and approves expenditures; makes adjustments to the budget as necessary; prepares department agenda items; and writes and presents staff reports to the City Council.
- Plans and directs elections and election related activities and issues; provides information related to citizen initiated processes such as initiative and recall; and advises public officials, candidates, and the public regarding election campaign matters.
- Organizes and administers filings and communications related to the Fair Political Practices Commission including campaign disclosures and conflict of interest statements; and monitors and reviews filings to ensure reports are complete and in compliance.
- Oversees requests under the Public Records Request Act; provides information and access to City records to staff and the public; ensures the proper maintenance and retrieval of official documents such as City Council/Agency/Commission actions upon request; and reviews minutes and legislative history to index actions of the City Council.
- Directs the planning and coordination of Citywide records management projects including records retention and storage; directs the imaging, indexing, and refining of the search

module/criteria for the City's document imaging system; and confers with staff on improvements and/or enhancements to data applications and systems.

- Responds to inquiries from the public, elected officials, and City staff regarding official City actions, functions, and processes related to the City Clerk's Department; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; and responds to and resolves the most complex community and organizational inquiries, issues, and complaints.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Pertinent federal and state laws, ordinances, rules, and regulations that are integral to the City Clerk's Department including the Brown Act, Political Reform Act, Public Records Act requests, agenda packet preparation, elections, and other related areas; office administrative practices and procedures; and City department policies and procedures.
- Principles of financial analysis including financial terms and cost benefit analysis; principles and practices of municipal budget preparation and administration; and pertinent federal, state, and local laws, codes, and regulations.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative; correctly interpret and apply complex federal, state, local laws, codes, and regulations; and respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; maintain and prepare complex, extensive, and confidential records and reports; and establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, or a closely related field.
- Seven years of increasingly responsible analytical and administrative experience in a City Clerk's Department or similar organization, with at least three years of experience in a supervisory or lead capacity.
- Coursework within the last five years approved by the International Institute of Municipal Clerks (IIMC) or Continuing Education for Public Officials (CEPO) is desirable.

**Licenses and Certifications:**

- Designation and ability to maintain status as a Certified Municipal Clerk (CMC) is required.
- Ability to obtain a Notary Public License within six months of employment is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Revised Date:** October 15, 2018