



**DECEMBER 2014
FLSA: NON-EXEMPT**

CITY CLERK

DEFINITION

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Clerk's Office including the preparation of City Council agendas, minutes, actions, ordinances, and resolutions, in the maintenance of official documents and records, in the administration of City elections, and in overseeing the day-to-day activities, services, and operations of the City Clerk's function; provides varied technical, complex, specialized, and confidential office administrative support to the City Manager and other City departments as assigned; coordinates assigned activities with those of other City departments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. May exercises functional supervision over assigned technical and administrative staff.

CLASS CHARACTERISTICS

This classification performs a variety of administrative duties, including assisting in the development of City Council agendas, administration of filings, records management, assisting with municipal elections, and coordinating with other City departments. Successful performance of 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.

EXAMPLES OF TYPICAL JOB 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.

- Oversees and performs functions of the day-to-day operations of the City Clerk's office, including the maintenance of administrative files, resolutions, ordinances, contacts, agreements, deeds, annexations, public notices and other official documents.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the City Clerk function; recommends and administers policies and procedures.
- Directs and coordinates the work plan for the support staff; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Plans, manages, and implements the City's records management program; sets and ensures legal compliance with retention schedules for City records; develops and updates records retention policies and procedures.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.

- Assists with preparation of City Council and Calistoga Public Facilities meeting agendas and tentative agendas; assists in the assembly and distribution of agenda packets; attends meetings; takes and prepares meeting minutes; prepares Council and Agency packets and approved resolutions, ordinances, and meeting minutes for archiving.
- Assists the public and City staff by helping to identify records and information relevant to requests; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Performs complex records management activities, including assigning record codes to documents, imaging and/or filing, storage, and destroying City records.
- Assists in planning and conducting City municipal elections as required by state law; participates in all election events.
- Organizes, administers, maintains, and monitors all required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.
- Administers policies and procedures and monitors filings of campaign statements for candidates, Council members, and all active committees as requested by state law; distributes forms and monitors filing of Statements of Economic Interests as required under the Political Reform Act of 1974; maintains a comprehensive list of designated employees under the City/Redevelopment Agency Conflict of Interest Code.
- Supervises legal codification of the Municipal Code Book; proofreads the codes upon request.
- Notarizes official documents; administers oaths of office; prepares department disaster plan.
- Coordinates and integrates services and activities with other agencies and City departments.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; researches information; identifies and reports findings and takes necessary corrective action.
- Processes accident/incident and workers' compensation claim forms
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping and the City Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- A variety of public documents including contracts and ordinances.
- Municipal elections processes and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of assigned staff.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Develop, plan, coordinate, and implement records management program suited to the needs of the City and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, and ordinances.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 the completion of the twelfth (12th) grade supplemented by college-level coursework and/or specialized secretarial training and three (3) years of increasingly responsible secretarial or administrative experience in a municipal government agency, preferably within a City Clerk's office.

Licenses and Certifications:

- Possession of, or ability to obtain, a Notary Public certification.
- Possession of, or ability to obtain, a Certified Municipal Clerk certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a

computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.