

CITY CLERK

DEFINITION

To perform a variety of highly responsible, confidential and complex-administrative and clerical duties for the City Council; record and prepare minutes of City Council meetings; and to do related work as assigned. This FLSA exempt position requires attendance at evening Council meetings and events in addition to the normal work day schedule.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Council.

EXAMPLES OF DUTIES

The following are typical duties performed by the position, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Perform a variety of highly responsible, confidential and complex administrative and clerical duties for the City Council. Record, prepare, index and store minutes of City Council meetings. Assist in the preparation and distribution of the City Council agenda for meetings and public hearings. Prepare, record, maintain and disseminate official City documents, notices, resolutions, ordinances, agreements and contracts. Respond to citizen complaints and requests for information. Work cooperatively with others.

Act as the City's designated recipient of official documents such as claims, subpoenas, and bids. Research, gather data, summarize findings, format, produce and distribute correspondence/reports on subjects of concern to the City Council. Maintain City commission and board rosters; publicize recruitments and coordinate interviews for vacancies. Administers the provisions of the Political Reform Act, including the requirement to coordinate and maintain the filing and processing of Statements' of Economic Interests for candidates, elected officials and designated employees, and to act as filing officer for local elections including the processing of nomination papers and campaign statements. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, and punctuation. Modern office practices and procedures including business correspondence and filing; statistical and record-keeping methods. Operation and programs of a personal computer. Organization, procedures,

and operating details of a municipal government; familiarity with pertinent local, state and federal laws, ordinances and rules including ordinances and codes related to City Council functions. Basic functions and organization of municipal government.

Skill to:

Employ good judgment and make sound decisions in accordance with established procedures and policies. Type with speed and accuracy at a rate sufficient to perform duties satisfactorily. Take stenographic notes/minutes at meetings and conferences and prepare clear and concise reports. Efficiently operate a personal computer. Establish and maintain cooperative relationships with those contacted in the performance of required duties.

Ability to:

Perform difficult and responsible administrative and clerical work with speed and accuracy, including the concise and complete composition of correspondence and reports; maintain confidential data and information. Exercise tact and mature judgment in dealing with matters of a controversial or confidential nature in a variety of situations. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

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 would be:

Education:

Equivalent to completion of the twelfth grade. Associate or Bachelor's degree in Social Sciences, Business Administration, Public Administration, Information Technology, English or a closely related field, including or supplemented by specialized administrative and/or clerical training is preferred.

Experience

Four years of increasingly responsible administrative and clerical experience involving frequent contact with the public. Extensive transcription, composition and word processing experience necessary.

License or Certificate

Possession of a valid California Driver's License.

Council Action: December 19, 2000