



Position Description

CITY CLERK

DEFINITION

Under general supervision of the City Manager or the City Council, the City Clerk directs the compilation, retention and maintenance of all documents and records related to the City Council, commissions and committees; supervises a comprehensive records management program; and to provides highly responsible and complex administrative support to the City Manager and City Council.

SUPERVISION RECEIVED

The City Clerk works under general supervision of the City Manager or the City Council.

SUPERVISION EXERCISED

The City Clerk provides direct supervision over lower level administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and surety documents, minutes and legal library; certify copies as required.

Act as custodian of the City's seal, vital documents and records.

Coordinate and attend all meetings of the City Council; coordinate and participate in the preparation, review and editing of City Council agendas, minutes and staff reports; ensure compliance with legal requirements.

Initiate actions required as follow up after City Council meetings, including acknowledging communications, publishing and mailing notices and recording documents.

Oversee and participate in the development and administration of the City Clerk's Office budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

Perform conflict of interest and campaign fund reporting functions.

Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums and recalls; examine and certify results.

Coordinate and conduct all regular and special municipal elections; prepare appropriate election-related resolutions and ordinances for Council adoption; prepare election booklet and all forms necessary for candidates to run for office; research election laws; administer all election-related processes, initiatives, recalls and referendums; register voters.

Compose and oversee the preparation of resolutions, ordinances, commendations, proclamations reports and correspondence to citizens, legislators and various agencies; compose administrative and legislative policies for Council and City Manager approval.

Oversee legal publishing, posting and mailings; review documents to ensure compliance with legal requirements; forward to appropriate office.

Administer the City's Records Management Program, which includes tasks such as document imaging, records retention, records destruction, indexing of all City Council actions, and indexing all City contracts; responds to request for City records covered under the Public Records Act; maintain the San Bruno Municipal Code, initiating and coordinating updates, codification, and supplementation of the Code.

Provide official notification to the public regarding public hearings including legal advertising of notices; attest, publish, index and file ordinances and resolutions.

Receive and file claims, subpoenas and summons; prepare and certify information and/or provide disposition.

Administer oaths, affirmations, acknowledgments and certifications.

Serve as liaison for the City Clerk's Office with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.

Provide responsible staff assistance to the City Manager; provide staff support to boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Administer requirements of Political Reform Act and regulations of Fair Political Practices Commission.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned area; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for assigned services; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited college or university with a bachelor's degree in public administration, business administration or a closely related field and five (5) years of progressively responsible administrative experience in the field of records management, including a minimum of two years in a City Clerk's Office. Certified Municipal Clerk Certificate preferred.

Knowledge of:

Operational characteristics, services and activities of the City Clerk's Office; principles and practices of program development and administration; principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; principles and practices of records management including records retention laws, policies and procedures; modern office procedures, methods and equipment; business English and mathematics; principles and methods of record keeping and report writing; pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of staff; select, supervise, train and evaluate staff; oversee and direct the operations, services and activities of the City Clerk's Office; develop and administer an efficient records management system; comply with all posting and publication guidelines; conduct all regular and special municipal elections; develop and administer program goals, objectives and procedures; prepare and administer large and complex budgets; prepare clear and concise administrative and financial reports; research, develop and prepare ordinances, resolutions, contracts and

technical reports; respond tactfully, clearly, concisely and appropriately to inquiries from the public, press and other agencies on sensitive issues in area of responsibility; operate and use modern office equipment including and supporting word processing and spreadsheet applications; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; interpret and apply Federal, State and local policies, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contracted in the course of work; maintain physical duties appropriate to successful performance of assigned duties and responsibilities.

SPECIAL REQUIREMENTS:

Ability to obtain and maintain a valid California driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES AND GENERAL INFORMATION

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Revision History: