



CITY OF CITRUS HEIGHTS

CITY CLERK

DEFINITION

To plan, organize, direct and coordinate the activities of the City Clerk's Office within the Economic Development and Community Information Department including support to the City Council and City Manager; to manage the City Council's meetings and agenda process; to maintain official City documents and records; to conduct City elections; to coordinate City contracts and special event insurance; to coordinate City activities with other divisions and departments; and to provide highly complex staff assistance to the Economic Development and Community Information Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Economic Development and Community Information Director.

Exercises direct supervision over assigned administrative support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for the functions of the City Clerk's office; plan, develop and oversee the work of staff involved in City Clerk functions; develop and implement policies and procedures; and provide complex assistance to the Economic Development and Community Information Director.

Evaluate operations and activities of City Clerk's office; implement improvements and modifications; prepare various reports on operations and activities.

Attend and open regular and special city council meetings; administer and direct the posting, mailing and publication of legally required notices of public hearings, including City Council, committee, special agency and authorities meetings, in accordance with the Brown Act; responsible for the preparation and distribution of agendas, materials, minutes and records of meetings in proper legislative terminology; distribute information as requested; responsible for the cataloging and filing of City records; codify and maintain the City's Municipal Code.

Serve as custodian of official City records and public documents; oversee development and management of City's official records management and retrieval program; develop and implement policies and procedures related to records management; perform certification and recording for the City as required on legal documents and other records requiring such certification; seal and attest by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring city certification; and maintain custody and integrity of official City documents and records; administers the provisions of the California Public Records Act and the Freedom of Information Act.

Act as the City's Election Official; coordinate and conduct Municipal elections, both regular and special; manage the receipt and processing of petitions relating to initiatives, recalls and referendums; act as filing officer for local campaigns and conflict of interest statements; and administer the provisions of the Political Reform Act.

Act as the City's contract administrator related to reviewing and approving all insurance coverage and parameters for city contracts; review contract parameters and advise departments; ensure transfer of liability coverage to appropriate entity or individuals due to special events, etc.; provide training and orientations to city staff regarding contracts and insurance; and perform other risk management duties as assigned.

Provide technical and administrative assistance to members of the City Council; respond to citizen inquiries and resolves difficult and sensitive complaints; provide notary service to City documents, City staff and the general public; prepares City Council reports, memoranda, correspondence, and other informational materials.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for City Clerk's budget; monitor and control expenditure.

To provide training to employees regarding various functions of the City Clerk's operations including records retention, agenda process, city legislative procedures, contracts processing, and other areas.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Respond to the most difficult complaints and requests for information from the public and City staff and research requested information and determine appropriate resolutions.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Represent the function to outside agencies and organizations; participate in outside community and professional groups and committees; and, provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of City Clerk functions and requirements.

Election law procedures; political reform requirements.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern methods of records management, including legal requirement for recording, retention, and disclosure.

Budgeting procedures and techniques.

Principles and practices of risk management in particular contract administration.

Principles and practices of official record keeping and management; modern office procedures and computer equipment.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

Principles and practices of supervision, training and personnel management.

Principles and practices of work safety.

Ability to:

Organize and direct the City Clerk operations including managing the City's records retention program, citywide contracts administration, elections and Council meetings/actions.

On a continuous basis, analyze municipal codes and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding the desk; walk and stand in office and at counter; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and, to lift and carry 10 pounds or less.

Maintain impartiality and integrity of the City Clerk function.

Attend City Council meetings; prepare and record documents and Council actions; and conduct City elections meeting legal requirements as needed.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Demonstrate political acumen; deal positively with confrontation and controversial issues.

Speak at Council meetings or community meetings with confidence and professionalism.

Work long and varied hours, including evenings and/or weekends if required; works under pressure and time constraints.

Comprehend and implement complex and comprehensive laws and regulations; interpret and apply City and department policies, procedures, rules and regulations.

Gain cooperation through discussion and persuasion.

Perform a wide variety of analytical duties with minimal supervision and analyze or diagnose difficult and complex situations and appropriate resolutions.

Prepare and administer a budget.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Supervise, train and evaluate personnel.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in City Clerk or public administrative functions. Two years of supervisory responsibility is highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of Municipal Clerk Certificate and appointment as State of California Notary Public is desirable.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	City Clerk
FLSA:	Exempt
Created:	01/01/02
Revised:	01/16/02 -- Change 2 years of supervisory responsibility to highly desirable versus mandatory. 07/29/03 -- Added Section 504 language 04/07/08 -- Added contracts administration role; clarified department and supervision relationships; updated duties, knowledge and abilities regarding elections and records retention. 10/15/10 -- Corrected EEO Language