

**CITY CLERK
(PART-TIME)**

DEFINITION:

Under the City Manager's direction, plan, manage, and review the activities and operations of the City Clerk's Office and provide complex administrative support to the City Manager and members of City Council. Maintain official City documents and records; serve as liaison between the City Council and the public; coordinate elections and assigned activities with City departments and outside agencies; and do related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed duties and responsibilities are essential for this position. They include, but are not limited to the following:

Manage all services and activities of the City Clerk Office; maintain official City records and archives; develop and implement goals; recommend and administer policies and procedures; serve as Clerk to the City Council; attend Council meetings and study sessions and record all proceedings; prepare minutes and other documents; manage the City's computerized records management programs; direct the publication, filing, indexing and safekeeping of all Council proceedings; review documents to be approved by the Council with the City Attorney; supervise the organization, printing and distribution of the agenda for Council meetings; coordinate City elections; train election staff/volunteers; order and maintain election supplies and equipment; coordinate division activities with City departments and outside agencies; prepare staff reports and other correspondence; compose and monitor administrative and legislative policies for City Manager and Council approval; process and maintain formal City petitions; monitor the publication of public notices. May be required to work shifts, holidays, and /or weekends.

QUALIFICATIONS:

Training and Experience: Requires the equivalent to a bachelor's degree in public administration or related field from an accredited college or university and five years experience in performing complex and progressively responsible administrative work supporting City Clerk functions. Additional education may be substituted for the required experience up to a maximum of two years. At least two years of supervisory experience is preferred. A valid Certified Municipal Clerk certificate is highly desirable. Must have a valid CA driver's license at the time of employment.

Knowledge, Skills, and Abilities: Must have knowledge of applicable federal, state, municipal, and election laws and procedures; political reform requirements; management methods and techniques; public notice posting and publication guidelines; election processes; modern office practices, procedures, and equipment; skill in using Business English, performing record keeping and report writing, preparing and administering a division budget; communicating effectively orally and in writing, and have the ability to supervise assigned personnel; direct

the retention and destruction of official City records in accordance with applicable laws and regulations; and work effectively and cooperatively with others.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

While performing the duties of this job, the employee frequently sits, uses the telephone, imaging equipment, copier, and personal computer with a VDT screen for extended periods of time. Will use arms, legs and back to lift, reach for, and/or move up to 25 pounds.