



## City Clerk

Department/Division:	Management Services/City Clerk's Office
Reports To:	City Manager
Provides Direction To:	Senior Deputy City Clerk, Sr. Management Analyst, Office Specialist, Administrative Clerk
FLSA Exemption Status:	Exempt
Employment Status:	At -Will
Date Prepared:	October 7, 2014
City Council Resolution #:	

### GENERAL PURPOSE

Under general direction of the City Manager, plans, organizes, and manages the work of the City Clerk's Office; performs administrative services specified in the Municipal Code and pertinent statutes; coordinates legislative and records management actions of City Council as well as elections and appointments; supervises Senior Deputy City Clerk and administrative support staff; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The City Clerk is distinguished from the Senior Deputy City Clerk by its broader administrative responsibilities, decision-making authority, and supervision exercised over division staff. The City Clerk independently manages and coordinates a range of administrative, legislative, elections, and records management functions on behalf of the City and participates as a member of the Executive Management Team.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations 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 a logical assignment to the class.*

1. Plans, organizes, and manages services provided by the City Clerk's Office; establishes goals, and prioritizes and allocates tasks and special projects; selects, trains, supervises, and evaluates the work of staff, and administers disciplinary actions, as needed, in consultation with the City Manager and Human Resources.
2. Serves as the Clerk to the City Council and to various boards, commissions, and City Council sub-committees; attends meetings, study sessions, and workshops; supervises the preparation, maintenance and execution of City Council agendas, ordinances, resolutions, minutes, contracts, and assembled staff reports, and packets.

## **ESSENTIAL FUNCTIONS (continued)**

3. Serves as Custodian of Records for the maintenance of official City documents, including the legislative history; accepts claims and subpoenas and directs parties to appropriate departments.
4. As local elections officer, initiates local elections procedures and coordinates the filing of initiatives, referendums, recall actions, and candidate statements; assists the County and State with the coordination of polling, balloting, and reporting of elections results.
5. As Political Reform Act official, addresses questions regarding elections procedures, campaign financial statements, Commission appointments, and similar matters, and assures that candidate statements and disclosure statements have been properly filed.
6. Coordinates notices of commissioner vacancies, candidate applications and appointment, and orientations of new members.
7. Drafts, reviews, and assures the proper administration of public notices, filings, hearings, and agenda reports; monitors the efficiency and effectiveness of service delivered to the public.
8. Administers the City's document imaging program and retention schedule; administers the preservation, archiving, storage, and retrieval of public records.
9. Coordinates Open Public Records Act requests, including research and document requests, either directly or with the assistance of other departments.
10. Maintains, codifies, indexes, updates, and distributes relevant sections of the Municipal Code.
11. Researches laws, regulations, codes, ordinances, official minutes, and actions taken the City Council and commissioners; coordinates the maintenance of lists of contracts and agreements for ready access by departmental representatives.
12. Coordinates the receipt and opening of public bids and responds to related inquiries.
13. Administers department budget and tracks and reports upon the status of projects and operating and personnel expenditures.
14. Participates as a member of the Executive Management Team in the development and administration of plans, policies, and special projects.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

California Elections Code; California Government Codes; California Political Reform Act; Fair Political Practices Act; California Open Public Records Act; California Brown Act; Municipal Code and ordinances; ethics codes; records management, retrieval, and archiving systems; local elections practices; public contract administration practices; public noticing and posting requirements; budgeting practices; principles and practices of sound business communications; principles of employee supervision and evaluation; research methods; budgeting practices.

### **Ability to:**

Plan, organize, manage, and coordinate the services of the City Clerk's Office, including programs, projects, and related functions; assign, train, supervise, review, and evaluate the work of staff; analyze and solve problems; lead or conduct research of codes, ordinances, and resolutions; provide information in accordance with laws, regulations, and policies; prepare official minutes; operate computer hardware and modern office equipment; use word processing, spreadsheet, specialized records software; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, City Council, legal counsel, vendors, contractors, consultants, government officials, general public, and others in the course of work.

### **Education/Training/Experience:**

Bachelor's degree from an accredited four-year college or university with a major in public administration, or a related field is required. Seven years of responsible administrative, legislative, elections, and records management experience is required, including work in a lead or supervisory capacity.

### **Licenses, Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Possession of a Certified Municipal Clerk (CMC) designation is highly desirable.

Must be able to attend City Council meetings and work evenings, holidays and/or weekends.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities, work on multiple assignments and projects concurrently, and meet deadlines; prepare clear, accurate, and concise records and reports; maintain sensitive and confidential information; use tact, discretion, and diplomacy in conflict situations; and interact appropriately with staff, management, City officials, consultants, contractors, vendors, public and private representatives, the general public, and others in the course of work.

## **WORK ENVIRONMENT**

The employee frequently works in office conditions with controlled temperature settings.

Occasional driving is required to attend meetings at various City facilities, training and meeting sites, and public and private events.