



Department:	City Clerk
Bargaining Unit:	Executive Management
Salary Range:	Contract Salary
Last Revision:	March, 2015

CITY CLERK

DEFINITION

Under general administrative direction, to plan, direct, organize, and oversee the activities of the City Clerk's Department for the maintenance of official city records including, but not limited to agendas, minutes, records management, document imaging, Conflict of Interest and Financial Disclosure Statements, and elections; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and the City Council.

SUPERVISION EXERCISED

Exercises technical and functional supervision over clerical, technical, and temporary staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Coordinate with other departments in preparing agendas for City Council, Housing Authority, and Joint Powers Financing Authority (others if applicable); assemble, distribute, and post meeting agendas, agenda packets, and other material.

Attend meetings as assigned; take and transcribe City Council and other assigned meeting minutes; maintain subject index records for future reference of actions taken at City Council and other meetings.

Prepare and distribute updates and revisions of City Council policy and those of City boards, commissions, and committees.

Respond to inquiries from the public by letter, email, telephone, and in person regarding City Council action and records; research information for the public or city staff when necessary.

Compose and schedule legal notices for publications; prepare and distribute certified copies of city documents.

Maintain administrative files including historical legal documents, Resolutions, Ordinances, agreements, deeds, and contracts; retrieve, destroy, and store records according to policies and procedures including but not limited to the adopted Records Retention Schedule.

Maintain records of all appointments to city commissions and committees.

Prepares and monitors budget for the City Clerk's Department.

Receive and process claims for/against the city, sealed bids, and appeals for City Council and Planning Commission agenda items.

The City Clerk is the city's elections official; issue nomination papers to candidates and explain requirements and the elections process; and maintains candidate logs pursuant to the Fair Political Practices Commission (FPPC).

Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Maintain Conflict of Interest and Financial Disclosure Statement of all elected officials, commissioners, designated staff, and contractors in accordance with laws and regulations.
Perform the day-to-day functions of the City Clerk's Department.

Maintain and update the city's Municipal Code Book including publishing Ordinances once adopted.

Accept legal documents on behalf of the city.

Maintain custody of the seal of the City of Hollister.

Maintain and update City Clerk's Policies and Procedures.

Give the Oath of Office to elected officials and employees.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and computer equipment.

Principles and practices of data collection and report preparation.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and database applications as well as Laserfiche (document imaging for City records).

Principles of business letter writing and basic report preparation.

Basic organization, functions, and practices of municipal government.

Principles and procedures of record keeping.

Practices used for minute taking and preparation.

Pertinent Federal, State, and local laws, codes, and regulations including the Brown Act, Public Records Act, and Political Reform Act as well as administrative and departmental policies and procedures.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Perform responsible administrative and clerical work involving the use of independent judgment and personal initiative.

Provide information and organize material in conformance with policies and legal requirements.

Meet and deal tactfully and effectively with the public.

Explain and administer municipal laws and procedures including election laws and political reform requirements.

Interpret and apply policies, procedures, laws, and codes, etc. pertaining to assigned programs and functions.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret a variety of public documents including contracts and ordinances.

Participate in the retention and destruction of official records in accordance with applicable laws and regulations.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

Prepare and administer a budget.

Work cooperatively with other departments, city officials, outside agencies, and the public.

Respond to requests and inquiries from the general public and city officials.

Compile and maintain complex and extensive records and prepare routine reports.

Maintain confidentiality of sensitive information and data.

Plan and organize work to meet schedules and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work in a standard office environment with the ability to sit, stand, walk, crouch, stoop, and squat; some ability to travel to different sites and locations.

Experience and Training Guidelines

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

Experience:

Four (4) years of increasingly responsible administrative/management skills which includes two (2) years of extensive public contact.

Training:

Equivalent to the completion of the some college supplemented by specialized training and course work in office practices and municipal government specific to the City Clerk's Department.

License or Certificate:

Acceptable Driving Record.

Possession of, or ability to obtain, certification as a Notary Public.

Possession of, or ability to obtain, certification from the International Institute of Municipal Clerk's as a Certified Municipal Clerk (CMC) within two (2) years of appointment and/or Master Municipal Clerk.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: March 2015.