

CITY OF LATHROP

CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as proscribed by statute; conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; provides varied, complex, and highly responsible and confidential office management and executive level staff support to the City Council and City Manager; coordinates program activities with other City officials, departments, outside agencies, organizations and the public; assists with the daily operation of city government activities and support services; including the handling of technical and paraprofessional work in support of the City Manager with economic development, business retention and community relations; project research and management of confidential and special projects, assists with the resolution of complex citizen and employee relations matters; serves as the City's Public Information Officer; acts as the first point of contact for the City Manager, City Council and the public to resolve issues and concerns; provides information to the public and staff requiring considerable knowledge of City and department services, policies, and procedures; manages the administrative functions of the City Manager's Office; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Clerk** is the Department Head level position which exercises full responsibility for all administrative functions and operations of the Offices of the City Manager, City Council and City Clerk, including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest. Incumbents are expected to exercise considerable independent judgment and discretion and apply experience in making decisions and providing information in accordance with established policies and procedures. The incumbent must be diplomatic and sensitive to the needs of City Council members, treating all members equally, and at the same time keeping the City Manager informed of any critical issues. This position is distinguished from the next higher classification of Assistant City Manager in that the latter provides management support to the City Manager and assists with the overall day-to-day responsibilities of all City Departments and operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager / and or Assistant City Manager. Exercises direct supervision over assigned office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all City Clerk's Office activities and services, including activities associated with the production, publication and maintenance of City records, agendas, and minutes relating to City Council, and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; supervises, trains, motivates and evaluates assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Keeps accurate records of the proceedings of the City Council and assists Departments with managing accurate records of the proceedings of related boards and commissions; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records; provides proof of publication of agendas, minutes and actions; updates the Municipal Code to reflect actions of the Council.
- Administers the property deeds and transfer activities of the City.
- Assists in the bid opening process and monitors the City's related performance bond activities.
- Plans and directs the conduct of municipal elections; serves as liaison with County elections officials.
- Prepares, manages and coordinates the development of the City Clerk budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City Manager, City Attorney and other filings with the Fair Political Practices Commission; oversees and processes U.S. passport applications.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes, enforces and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.
- Serves as a resource for City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; develops and coordinates communications with the community to increase citizen accessibility to City records and information; updates public information on the City website; coordinates the production of monthly reports.
- Serves as the City's Public Information Officer; serves as the City Administrative Hearing Officer for parking citations.
- Directs the City's centralized records management system.

- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Provides executive level support to the City Manager, City Council and any assigned department head; performs a wide variety of sensitive, confidential, complex and highly responsible administrative and analytical duties; assists in the development and implementation of City Manager goals and objectives.
- Performs research, analysis and assembly of information and data for the preparation of reports; conducts a variety of special projects and studies as directed by the City Manager and department heads; interacts and discusses findings with department heads and provides options, recommendations and prepares reports of study findings for implementation.
- Provides high level of administrative and analytical support related to the execution of development and development projects; coordinates and oversees multiple special and confidential projects and programs related to economic development, community and business relations; conducts research and provides recommendations regarding project activity and meets critical deadlines.
- Plans and coordinates special events for the City Manager and City Council and/or acts as a community relations liaison on behalf of the City Manager when assigned.
- Participates and assists in budget preparation; gathers information and prepares cost estimates for budget recommendations; prepares justifications, researches and monitors accounts; performs account analysis; monitors departmental budget and allocation of funds by assisting with the research and monitoring of various expenditures within the City Manager, Economic Development and City Council budgets, assists with pricing and negotiations of purchases for general office equipment, supplies and assists with retaining contract services as needed.
- Identifies assistance needed by developers, businesses, or the general community; may respond to information requests or needs from property owners, businesses and developers for contract execution, documents retrieval and general research.
- May provide supervision, direction, evaluation, and training to subordinate clerical and/or secretarial staff; may provide back-up to the Human Resources/Administrative Services Department when needed with routine and confidential administrative support functions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Clerk**. A typical way of obtaining the required qualifications is to possess; (A) the equivalent of the completion of an Associates of Arts degree including or supplemented by college level courses in business or public administration or a related field; and (B) the equivalent of five years of increasingly responsible experience in a City Clerk's office or public administration; and (C) five years of progressively responsible experience working at an advanced administrative and analytical level including three (3) years of experience in a supervisory level; or (D) any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis. A bachelor's degree is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of, or the ability to obtain, certification as a California Certified Municipal Clerk. Certification as a Notary Public is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and perform the administrative duties of the Offices of the City Manager, City Council and City Clerk; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a personal computer, laptop, cell phone with smart data capabilities, and variety of word processing and software applications; operate a variety of automated record keeping systems. Perform administrative and analytical assignments; evaluate projects and provide support as needed under minimal guidance. Prepare clear, concise and complete reports and other written materials; collect, evaluate and interpret varied information and data, either in statistical or narrative form; and exercise sound independent judgment within established guidelines.