

CITY OF LATHROP

DIRECTOR OF GOVERNMENT SERVICES/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; serves as the City's Public Information Officer; manages municipal elections, City Council meetings, public records functions and other administrative proceedings and functions, ensuring compliance with laws and regulations; oversees the administrative functions and operations of the Offices of the City Manager and City Council; prepares, posts and maintains agendas, minutes and records for the City Council and a variety of commissions and boards; provides executive level support to the City Council; provides leadership and professional support to the City Manager and management staff, develops and recommends strategic, organizational and operational policy; plans, organizes, oversees, coordinates and reviews the work of staff performing duties related to the operations and activities of assigned divisions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Government Services/City Clerk** is the Department Head level position responsible for providing complex, strategic, administrative support to the City Manager, City Council, and management staff, and ensures compliance with legal and other requirements for production, publication and management of City records. In addition, the position is responsible for providing direct oversight, planning, organizing, reviewing, and evaluating all operations for divisions assigned. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for all City Departments and operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct supervision over assigned staff.

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

- Accepts full responsibility for all Government Services/City Clerk Department activities and services.

- Oversees, plans, coordinates and develops City Council and Commission agendas in cooperation with City Department Heads and Management staff; ensures all public documents and City Council actions are in the correct format, include required attachments and obtains appropriate signatures prior to recording or sending elsewhere for further action; oversees and assists Departments in the preparation of accurate and official action minutes of City Council, Board and Commission meetings; oversees publication, posting and distribution of legal notices.
- Oversees coordination, execution and administration of all City contracts; attests signatures of City Council and City Officials; administers oaths or affirmations pertaining to city affairs and business; the acknowledgment of an instrument may be made before a City Clerk within the City in which they were appointed.
- Oversees the processing, indexing, filing and retrieving of all official City documents; responds to inquiries from City Council Members, City management and staff, and the general public regarding Council actions, official records, and interpretation of related policies, procedures and laws.
- Directs the City's centralized records management system; maintains official records of City business in accordance with federal, state and local requirements; certifies copies of official records; performs Notary Public duties; performs research related to public records requests and assists in formal responses.
- 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 administrative and analytical support related to the execution of development projects; administers the property deeds and transfer activities of the City; coordinates and oversees multiple special and confidential projects and programs related to 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 the community relations liaison on behalf of the City Manager when assigned.
- Oversees all State Fair Political Practices Commission requirements; serves as the Filing Officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; analyzes, enforces and explains laws and regulations regarding municipal elections, campaign financing and conflict of interest.

- Plans and administers municipal elections and election related matters; serves as liaison with County Registrar of Voter's Office; maintains the City Municipal Code Book; serves as the official custodian of the City Seal; the City Clerk may appoint deputies, for whose acts the City Clerk's Department are responsible for; the deputies shall hold office at the pleasure of the City Clerk.
- Oversees and coordinates bid opening process with initiating department, and assists with process through bid opening and award of contract.
- Oversees, prepares and administers department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies programs, operations and activities; monitors and approves expenditures; implements adjustments as necessary.
- Supervises, motivates, plans, trains, directs, and evaluates the work of lower level staff; develops and directs the implementation of department goals, objectives, policies, procedures and work standards; coordinates departmental activities with other City departments and outside agencies; prepares and presents verbal and written reports as needed; formulates and presents proposals and recommendations.
- Provides executive level support to the City Manager, City Council and any assigned department head; performs a variety of sensitive, confidential, complex and highly responsible administrative and analytical duties; assists in the development and implementation of City Manager goals and objectives.
- 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; provides training, coaching, and or technical assistance to staff from other City department.
- Oversees administration of the City's website; coordinates updates and information with department staff.
- Monitors legislation through the legislative process, and provides updates on their progress to City Council Members and City management and staff.
- Serves as the City's Public Information Officer.
- May provide backup to the Human Resources/Administrative Services Department when needed with routine and confidential administrative support functions.
- Attends and participates in professional community meetings; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains 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.

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 movements and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading corresponding 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 is also required.

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

QUALIFICATIONS: *(The following are minimum 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 **Director of Government Services/City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of increasingly responsible analytical or administrative experience creating, maintaining and certifying records and information for a government or public agency, including at least three years in a supervisory or management capacity, and a bachelor's degree in public administration, business administration, political science or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Certification by the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is highly desirable. Certification as a Notary Public by the State of California is required within six (6) months of appointment.

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; effective communication techniques working with the media, the public, community groups and City divisions; 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, City Clerk and assigned divisions; 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 with excellent editing skills; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a personal computer, laptop, cell phone with smart data capabilities and a 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.

Historical Data

Adopted March 8, 2021; Resolution 21-4850
Unrepresented