

CITY OF MADERA

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 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; coordinates program activities with other City officials or outside agencies; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Clerk** is a City Council appointed, at-will management level class which oversees all functions and operations of the City Clerk's Office, including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and elections related activities. The position serves as a collaborative member of the City's management team.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the City Council; receives administrative direction from the City Manager. Incumbents provide direct supervision over office support staff.

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

- Supervises, oversees and participates in the preparation and distribution of City Council agendas, minutes, and correspondence, and the maintenance of a comprehensive indexing and filing system for Council action and directives. May provide these same services for any board or authority for which the members of the City Council sit as the governing body, such as the Madera Public Financing Authority, the Madera Groundwater Sustainability Agency, and similar organizations.
- Provides exceptional customer service to coworkers, internal customers and the public.
- 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.
- Develops, implements and maintains City Clerk's Office goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.

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- Keeps an accurate record of the proceedings of the City Council; updates the Municipal Code to reflect actions of the Council.
- Maintains records of bonds and trust deposits filed with or assigned to the City to guarantee improvements; assures proper release of bonds and deposits.
- Participates in meetings and conferences with other department administrators, public officials and agencies, private citizens and professional groups to discuss issues and resolve problems.
- Administers oaths or affirmations; certifies authenticity of municipal corporate documents for public officials, governmental agencies, courts and the general public including ordinances, resolutions, agreements, deeds and other official documents.
- 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 Planning Commissioner filings with the Fair Political Practices Commission (FPPC). Maintains the City's Conflict of Interest Policy and ensures said policy is regularly reviewed for compliance with FPPC rules and regulations; recommends policy changes and/or updates to the City Council as needed.
- Supervises and oversees receipt of requests for information under the Public Records Act, including coordination of production of public records from City departments, divisions and personnel, and coordinating legal review of documents to be produced to ensure compliance with laws, policies and regulations. Ensures requesters receive prompt acknowledgement to requests, and provides appropriate communication on the anticipated production schedule for the applicable request.
- 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.
- Represents the City Clerk's Office to other programs and organizations; coordinates program activities with other City programs and organizations.
- Serves as a resource for program personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings as necessary; 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 and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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 key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person.

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 the equivalent of five years of increasingly responsible experience providing executive secretarial support or management of complex records, and a high school diploma or equivalent. College-level study in secretarial science, business or public administration is highly desirable.

License/Certificate:

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

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

Knowledge of:

Applicable federal law; elections and government code relating to the production, publication, posting and retention of public records; Fair Political Practice Act requirements for conflict of interest filings; principles of office administration, management, supervision, public relations, training and performance evaluations; modern office practices, procedures, and equipment; correct usage of English language grammar in both oral and written communication.

Ability to:

Plan, organize, and perform the duties of the City Clerk's Office; accurately index, file, certify and maintain records; prepare, post and maintain public documents and notices in compliance with legal requirements; meet public officials and private citizens, provide information, and organize material in compliance with laws, regulations, policies and procedures; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships; provide excellent customer service in a professional manner.

Skill to:

Operate an office computer and a variety of word processing and software applications; utilize agenda preparation and management software; review and proofread documents for grammar and spelling corrections.