



Job Description

Title: City Clerk (Elected)	FLSA Status: N/A	Created: 10/13/2020
Supervisor: City Council	Supervises: N/A	Revised:
Job Family: City Council	Bargaining Unit: N/A	Approved: 10/14/2020

JOB SUMMARY:

To record and maintain proceedings of City Council meetings; maintain official city records; and to perform or coordinate a variety of other administrative duties for the City Council.

DISTINGUISHING CHARACTERISTICS:

The City Clerk is responsible for organizational component(s) and programs/functions within a department as determined by the City Manager or City Council. The incumbent is expected to demonstrate technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take and transcribe official minutes at City Council meetings.
- Following Council meetings, attest, publish and post ordinances and resolutions.
- Assist with municipal elections and certify the official results to the City Council.
- Administer the Public Records Act, the Political Reform Act, and the Brown Act for the City.
- Administer the oath of office to City personnel, City Council and Board/Commission members.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

This is an elected position, as such the only qualifications are that the individual be a registered voter in the City. The following qualifications, therefore are desirable, not required.

Knowledge of:

- Appropriate state and local laws, e.g. government code.
- Election laws and procedures, including voter registration requirements.
- City Clerk’s Handbooks
- Modern office methods, procedures, filing systems and equipment.
- Business English and letter writing.

Ability to:

- Understand the operation and organization of a city, provide information and organize material on municipal laws, regulations and policies.
- Meet the public and provide required information pleasantly and efficiently.
- Perform complex clerical work.
- Communicate effectively and tactfully in both oral and written forms.

- Establish and maintain complex and extensive record keeping and indexing systems and files.
- Operate and use a variety of office equipment.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- ELECTED POSITION

Licenses, Certifications and other Requirements:

- Possession of a valid California State Driver's License.
- Certified Municipal Clerk Certificate desirable.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.