

CITY CLERK

(Fulltime, non-exempt, represented by SEIU 1021)

<u>Pay Scale:</u>	Hourly:	\$21.91-26.63
	Monthly:	\$3,797.73-4,616.17
	Annual:	\$45,572.80-55,394.02

General Responsibilities

Responsible for a wide variety of clerical duties essential to the operation of the city, including direct support to city administrative and elected officers; maintains records, meeting schedules, agendas, and project records; and serves as the key liaison with the public and outside agencies on a daily basis. Under direction, also provides varied, complex and often confidential, technical administrative assistance to a department head and professional staff.

Essential Functions

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Works under the general supervision of the City Manager.
2. Prepares and posts agendas for City Council meetings pursuant to the Open Meetings Act.
3. Attends and takes minutes of City Council meetings and transcribes minutes from notes to usable form for the permanent record.
4. Responsible for and authorizes the release of City records ensuring compliance with Inspection of Public Records Act.
5. Work with and control sensitive, confidential information.
6. Provides support services to Mayor, City Council and City Manager.
7. Relieves managers and supervisors of certain administrative matters by following up on projects, transmitting information, and keeping informed of pertinent activities; prepares forms, requisitions and other materials for vendors and other City departments.
8. Maintains effective relationships with other employees, officials, and all members of the general public.
9. Provides information to the public and handles citizen complaints or refers them to the proper authority for disposition.
10. Prepares various documents and materials including, but not limited to, correspondence, legal notices, proclamations, resolutions, ordinances, reports and publications. May perform research, analyze and interprets laws, ordinances and records.

11. Backup for Planning Secretary as necessary to assure the effective preparation of Planning commission agenda packets and related materials to support the Planning Commission Meeting.
12. Perform special studies and write reports.
13. Coordinates and makes travel arrangements; maintains appointment schedules and calendars; arranges meetings and conferences.
14. Coordinates administrative work activities and determines priorities.
15. Gathers data and performs data analysis on a continuous or special project basis.
16. Assists supervisor with a variety of administrative problems and prepare or recommend on procedural modifications.
17. Composes letters, memoranda, and other documents on own initiative.
18. Maintains and updates City, departmental, and/or program websites.
19. Perform Human Resource activities and maintenance of confidential personnel records.
20. Coordinate and Act as a liaison for the City's risk management activities.

Qualifications

Knowledge of:

1. Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
2. Principles, practices, and techniques related to public records management, document imaging, and agenda preparation; applicable federal and state laws and regulations, including the Political Reform Act, Brown Act, and Public Records Act; and research methods, procedures, and analysis.
3. Business letter writing and the standard format for reports and correspondence.
4. Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
5. Land use planning principles and practices.
6. Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
7. Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Skills:

1. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
2. Using tact, discretion, initiative and independent judgment within established guidelines.

3. Analyzing and resolving office administrative situations and problems, including personnel, recruitment, purchasing, and facility needs.
4. Preparing statistical and narrative reports, and formatting and presenting information.
5. Researching, surveying, organizing, compiling and summarizing a variety of informational materials.
6. Establishing and maintaining effective working relationships with those contacted in the course of the work.
7. Maintaining accurate records and files.

Ability to:

1. Learn and apply operating policies, procedures and methods of City Hall.
2. Prepare accurate written reports and correspondence.
3. Understand and carry out both oral and written directions.
4. Respond quickly and effectively in difficult situations.
5. Work with limited supervision.
6. Establish and maintain cooperative working relationships with other personnel.
7. Communicate effectively with the general public.
8. Meet the physical requirements necessary to safely and effectively perform assigned duties.

Education and Experience Guidelines

Three years of increasingly responsible clerical experience and working with the public or any equivalent combination of education and progressively responsible experience. Experience with a city or other governmental agency is highly desirable. Qualifying for consideration in the selection process will be based on the description listed above under Knowledge, Skills, and Abilities, and a combination of the Education and Experience requirements described below.

Education:

High school diploma or equivalent required. Associate of Arts Degree, or equivalent, or specialized coursework in business administration or related field desired.

Personal Attributes:

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

Licenses/Certificates:

Possession of a valid California Class C driver's license, proof of insurance and satisfactory driving record is required. Applicants are required to pass a background investigation prior to employment.

WORKING CONDITIONS

Physical Demands

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist customers and program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; be able to lift equipment as necessary.