CITY CLERK

JOB SUMMARY

Under administrative direction, to plan, organize, develop, implement and direct the City Clerk division operations, services, and activities; performs assigned essential duties required by state and city codes.

CLASS CHARACTERISTICS

This position works under the direction of the City Manager. An incumbent is responsible for managing all phases of the City Clerk's office programs, including preparation of Council agendas and minutes, maintenance of official City records, municipal election administration, and administration of Political Reform Act. An incumbent directs the work of administrative and support staff and exercises considerable independent judgment and discretion in the performance of duties. Work is evaluated through conference, reports and the quality of services provided.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Oversees and assists in the preparation of the Council Agenda and transmits the Preliminary Agenda and back-up reports to the City Manager for review and final approval, attends management agenda review sessions, supervises the preparation of Agenda packages and correspondence to parties involved in Council actions; ensures the posting of Council Agendas. Prepares and distributes Council Study Session Agenda packets. Acts as an administrator of the City's electronic agenda program, processes the agenda documents received and publishes them on the City's website.

Attends Council meetings, reads Agenda items, announces the vote, and takes notes of the proceedings; attends and records Council Study Sessions.

Supervises and/or prepares the Action Agenda and the transcription of Council meeting minutes.

Develops, implements and supervises records management systems and procedures for official City documents and records.

Administers the conduct of Municipal Elections, including the preparation of resolutions and election materials for Council candidates' nomination papers; coordinates verification of signatures and provides the County with required ballot information.

Supervises the submission of new City ordinances to the Municipal Code Corporation; distributes Municipal Code supplements.

Accepts and records all deeds on behalf of the City; records Notices of Completion, Abandonments, Annexations and resolutions and ordinances. Accepts claims against the City and supervises processing of claims in conjunction with the offices of the City Attorney and Risk Management. Accepts and copies legal documents on behalf of City departments, including summons, subpoenas and other legal documents.

Acts as the City's Filing Officer for campaign statements from Council Members, Council candidates, and Political Action Committees, for Conflict of Interest Statements as designated by City ordinance in accordance with the requirements of the Political Reform Act of 1974.

Signs documents approved by the City Council and the Public Financing Authority (as secretary), and signs Redevelopment Agency documents (as assistant secretary). Signs Tract Maps on behalf of the City for recordation by title and trust companies. Certifies copies of official documents for all departments, and certifies pension documents from other countries for Costa Mesa residents requiring this service. Serves as custodian of the City Seal and the Public Financing Authority Seal.

Receives and opens sealed bids on behalf of the City for public works projects and formal bid items.

Publishes legal notices and ordinances as required by law.

Administers oaths of office to new employees and volunteers of the City.

Oversees preparation of and administers the division budget.

Receives and complies with public records requests for the City, in accordance with the Public Records Act.

Prepares City Council staff reports and makes presentation to the City Council.

Prepares and monitors the content on the City Clerk's web pages.

Responds to and resolves difficult and sensitive inquiries and complaints.

Performs related duties as required.

QUALIFICATIONS GUIDELINES

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

Education, Training and/or Experience

Graduation from an accredited four-year college or university with major course work in business administration, records management, or a related field.

Five years broad and progressively responsible office and records management experience, including staff supervision and executive and/or legal office responsibilities. Experience performing the functions of a City Clerk is highly desirable.

License or Certificate

Certified Municipal Clerk (CMC) designation issued by an approved professional provider is required within one year of employment. Possession of a Notary Public license is desirable.

Requisite Knowledge and Skill Levels

Operational characteristics, services, and activities of a record management program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern principles and practices of program development and administration.

Organization, operations, policies, and procedures of municipal governments.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including those pertaining to the privacy and security of records; duties and legally defined responsibilities of the Custodian of Records.

Skill in operating: a wide variety of computer equipment, office software, related peripheral equipment and modern office equipment.

Requisite Abilities

Provide administrative and professional leadership and direction for the City Clerk Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient records management services.

Supervise, direct, and coordinate the work of professional, administrative personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Manager's issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Establish and develop comprehensive training programs for division personnel, which effectively address mandated requirements.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with staff, City officials, representatives of other governmental agencies and the general public.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

See attached summary of most demanding essential physical tasks and environmental factors for the class.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

(3-05)