

## CITY OF LAKE ELSINORE

### CITY CLERK

#### Exempt and at-will

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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:**

Plans, manages, oversees, and directs the operations and services of the City Clerk's Office, including the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as proscribed by statute; oversees and directs the management, retention and distribution of City records and documents; coordinates program activities with other City officials or outside agencies; serves as a technical resource for assigned staff; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **City Clerk** is a department head level class that 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 is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices, and conflict of interest. This classification is distinguished from the next higher classification of City Manager/Executive Director RDA in that the latter has overall responsibility for administering the City's operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Reports directly to the City Council. Exercises functional and technical supervision over assigned staff.

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

- Accepts full responsibility for all City Clerk's 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 the City Clerk's Office goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.

- Prepares, manages and coordinates the development of the City Clerk's Office budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Plans, directs and coordinates the City Clerk's Office's work plan through appropriate staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Keeps accurate records of the proceedings of the City Council; collects and prepares City Council agenda packets, meeting minutes, and calendars; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records; updates the Municipal Code to reflect actions of the Council.
- Records and maintains minutes, ordinances and resolutions; publishes legal notices, hearings, ordinances and street vacations; receives and opens bids; receives, accepts and processes subpoenas and liability claims.
- Acts as the City's Election Officer; coordinates election activities with the County; registers voters; conducts elections; administers and files oath of office.
- 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.
- Coordinates, manages, and oversees bond and special bid processes for all City contacts and monitors City bids.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of planning, building inspection, code enforcement and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, 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 movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds, as well as speech sufficient to communicate in group settings without the aid of a microphone, is also required.

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

**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 administrative or supervisory experience in a City Clerk Department, and a bachelor's degree in Public Administration or related field from an accredited four-year college or university. Certification by the International Institute of Municipal Clerks is highly desirable.

**License/Certificate:**

Possession of, or the ability to obtain, a valid California Class C driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA'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; principles and practices of personnel, labor relations, risk management, and benefit administration; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the Brown Act, California Elections Code, FPPC regulations and the California Public Records Act; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, procedures, 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, direct, manage and coordinate the work of the City Clerk's Office; accurately index, file, certify and maintain records; operate and maintain the Document Imaging Program; interpret, explain and apply applicable laws, codes and regulations related to preparing, posting and maintaining public documents and notice; supervise and participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; meet with public officials and private citizens and provide information, and organize material in compliance with laws, regulations, policies and procedures; work long hours and attend evening or weekend meetings as required; 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; observe safety principles and work in a safe

manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.