



JOB DESCRIPTION

City Clerk

Date Prepared: March 2014

Class Code: 1310

SUMMARY: Under general direction of the City Administrator, to plan, direct, supervise, and coordinate all activities of the City Clerk's Office relating to Council meetings, City elections, and public records in accordance with applicable laws, codes, policies, and procedures, and to do related work as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serve as Clerk to the City Council.
- Coordinate the preparation of Council agendas and supporting material including public notification, technical and legal documents; attend agenda conference; publish, issue, and post final agenda.
- Direct the preparation, publication, distribution, filing, indexing, and safekeeping of Council proceedings, minutes, and actions.
- Plan and direct the processing of ordinances, resolutions, bond issues, annexations, vacations, assessments, charter amendments, initiatives, referendum, recall petitions, and other related documents.
- Maintain the City Municipal Code; certify City documents; attest to proper execution of all public documents.
- Serve as the custodian of the City Seal, official City records, and official municipal documents; plan and direct the City's records retention/preservation program in compliance with legal requirements and City policy.
- Oversee the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administer oaths and affirmations.
- Plan and direct municipal elections including managing the dissemination, and return of ballots and the filing of all required technical documents; oversee and/or perform notary public duties.
- Serve as filing officer and official for state and local campaign statements and conflict of interest codes of the City Council advisory bodies and all designated employees under the Political Reform Act.
- Receive and process petitions, claims against the City, and lawsuits.
- Analyze, review, and make recommendations regarding office procedures.
- Prepare, administer, and control department budget.
- Coordinate City Clerk activities with other City departments, divisions, and with outside agencies;
- Verifies official City activities are in compliance with federal and state laws and regulations, and City policies; works independently and makes appropriate decisions based on knowledge of City policies; performs duties within scope of authority.

- Assures the absolute confidentiality of City's confidential records and information.
- Assures that security protocols are followed, and all reports and paperwork are completed in a timely manner; updates, corrects, retrieves, and releases information according to procedures.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Public or Business Administration, or closely related field; AND five years of responsible experience involving the administration of a City Clerk or similar municipality office including at least three years of supervisory experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Federal and state laws and statutes governing municipal operations, public records, and open meetings, including California Public Employment Relations Board, the Meyers-Milias-Brown Act, California Public Records Act, California Elections Code, California Political Reform Act and the Federal Voter Rights Act.
- City ordinances, codes, policies, resolutions, and agreements.
- Federal and state laws and regulations governing City administration and elections.
- Parliamentary practices and procedures governing public meetings.
- Principles and practices of record keeping, records management, and records retention.
- Principles and practices of confidential records management, and security precautions in the public sector.
- Legal, ethical and professional rules of conduct for public sector employees and elected officials.
- Customer service principles, protocols, and methods.
- Business computers, and standard and specialized software applications.

Skill in:

- Explaining and applying state and Federal rules and regulations and statutory standards.
- Researching, reviewing, correcting, and maintaining complex and extensive public records.
- Monitoring the City's compliance with all laws, regulations, and rules.
- Assessing and prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with those seeking information about City functions and activities.
- Exercising sound, independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with the City Clerk and City Attorney, co-workers, City Council, Mayor, City Administrator, City departments and staff, regional government agencies, and the public.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

Notary Public license.

Certified Municipal Clerk (CMC) Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.