

Meeting Date: 10/1/2013

Report Type: Consent

Report ID: 2013-00731

Title: City Clerk Job Description Update

Location: Citywide

Issue: The City Clerk job description has not been updated in over 15 years. Current and relevant job descriptions are best practices and part of the ongoing Clerk's Office improvement plan.

Recommendation: Pass a Motion adopting the updated City Clerk job description.

Contact: Shirley Concolino, City Clerk, (916) 808-5442, Office of the City Clerk

Presenter: None

Department: City Clerk

Division: City Clerk

Dept ID: 04001011

Attachments:

1-Description/Analysis

2-City Clerk Job Description Redline

3-City Clerk Job Description Clean

City Attorney Review

Approved as to Form

Matthew Ruyak

9/25/2013 3:57:45 PM

Approvals/Acknowledgements

Department Director or Designee: Wendy Klock-Johnson - 9/19/2013 11:13:14 AM

Description/Analysis

Issue: The City Clerk job description has not been updated in over 15 years. Current and relevant job descriptions are best practices and part of the ongoing Clerk's Office improvement plan.

Policy Considerations: The City Charter establishes certain duties of the City Clerk. The charter also provides that the City Council shall prescribe the qualifications and additional duties of the City Clerk.

Economic Impacts: None

Environmental Considerations: None

Sustainability: None

Commission/Committee Action: Approved by the Personnel and Public Employee Committee on September 3, 2013.

Rationale for Recommendation: As part of ongoing efforts to set best practices, the City Clerk's office is auditing and revising all job descriptions in the series of City Clerk positions. The woefully outdated job descriptions have not been revised or updated in over 15 years and the municipal clerk profession has significantly evolved from a traditional historian and scribe into one that is more contemporary and technically open minded.

Under the City Charter, the City Council retains the authority to approve any revision of the City Clerk job description reflecting the necessary skills, experience, and education, which sets the tone for the rest of the positions in the City Clerk series.

The City Clerk has the authority to revise and update the remaining positions in the City Clerk job series to reflect the more contemporary role that City Clerk Staff provides to the Mayor/Council, City staff, and the public.

Financial Considerations: None

Emerging Small Business Development (ESBD): None

Attachment 03 – Proposed Job Description – Redline

City Clerk Job Description

Bargaining Unit: Executive Management

Class Code: 020008

DEFINITION

Under legislative authority and executive-level policy direction from the City Council, the City Clerk performs executive management duties by overseeing the activities and functions of the Office of the City Clerk including and supervises of staff; performings highly advanced administrative tasks as prescribed by the City Charter, City Code, State Law, and various ordinances and resolutions; initiates, develops, and implements policies and procedures to execute the laws and administer the work of the Office of the City Clerk; maintains and disseminates records of action of governing bodies, municipal ordinances, resolutions, codes and other government documents; provides highly responsible and complex administrative support to the members of the City Council.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive-level classification. The City Clerk is appointed by the City Council, and serves as the principal administrative- executive officer for the Office of the City Clerk. Duties are administrative/analytical and unusually difficult and complex in nature, involving highly specialized administrative, clerical, and supervisory duties related to the administration of the City Government. The incumbent has functional authority/ responsibility for overseeing activities that have a Citywide legislative and policy impact, and for overall management of the day-to-day operations of the Office. Through legislative and policy direction the incumbent serves as the liaison between members of the City Council and the public. This classification is distinguished from the Assistant City Clerk in that the former is appointed by, and serves at the pleasure of the City Council and assumes full management responsibility for all City Clerk's Office services and activities.

SUPERVISION RECEIVED AND EXERCISED

Executive-level policy direction is provided by the City Council, though the City Clerk's authority and responsibilities are primarily established by City Charter and State Law. The incumbent has broad supervisory authority over a diverse group of supervisory, technical, and support positions whose incumbents perform the full range of City Clerk activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes department goals, objectives, policies and priorities; identifies resource needs; develops policies and procedures required for effective development and implementation in support of mission, vision, and goals; develops, directs and manages department budget; assesses and monitors workload administration and support systems; assign duties and examines work for exactness, neatness and conformance to policies and procedures; supervises staff.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification.
- Attends and opens regular and special city council meetings; oversees or performs an accurate recording of the proceedings; preparation of the minutes proper legislative terminology; distributes information as requested; acts as filing officer for filings and conflict of interest statements; responsible for the cataloging and filing of City records; codify and maintains the City's Municipal Code.
- Administers and directs the posting, mailing and publication of legally required notices of

public hearings, including City Council, committee, special agency and authorities meetings, in accordance with the Brown Act; responsible for the preparation and distribution of agendas, materials, minutes and records of meetings; administers the provisions of the Political Reform Act and the Freedom of Information Act.

- Coordinates and conducts Municipal elections, both regular and special; manages the receipt and processing of petitions relating to initiatives, recalls and referendums; acts as filing officer for local campaigns; develops and implements [SacCity](#) On-Line Campaign Filing and committees for the reporting of expenditures and contributions received as prescribed by State law.
- Provides technical and administrative assistance to members of the City Council; responds to citizen inquiries and resolves difficult and sensitive complaints; provides notary service to City documents, City staff and the general public; prepares City Council reports, memoranda, correspondence, and other informational materials.
- Oversees the general administration of the Office of the Clerk and Council Operations including budget preparations, general accounting and personnel support, and other [administrative support](#).
- Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern and complex principles and practices of City Clerk services programs development and administration.
- Election laws and procedures; political reform requirements.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Principles and practices of effective management and supervision.
- Principles and techniques of official record keeping and management; modern office procedures.
- Pertinent Federal, State, local laws rules and procedures.
- Municipal government, structure and organization of council/manager form of government
- Brown Act, Maddy Act, Parliamentary Procedures.
- Sufficient mathematical skills for appropriate budget management.
- Report writing techniques and statistical concepts and methods.

Skill in:

- Public speaking.
- Document preparation; report writing
- Records management.
- Use of modern office equipment including computers, computer applications and software.

Ability to:

- Plan, organize, direct, and supervise the work of subordinate staff; delegate authority and responsibility.
- Plan, organize, and facilitate meetings.
- Prepare and make effective presentations to large and sometimes difficult groups.
- Work long and varied hours, including evenings and/or weekends if required; works under pressure and time constraints.
- Establish and maintain cooperative working relationships with elected officials, department heads, outside agencies, and the general public, including people of diverse backgrounds and interests.
- Comprehend and implement complex and comprehensive laws and regulations.
- Communicate clearly and concisely, verbally and in writing.

EXPERIENCE AND EDUCATION

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

Experience:

~~Five years of complex and~~ supervisory analytical work in a City clerk's office, including at least two years at a management level managing complex projects, ~~elections, economic filings, and~~ records ~~management, staff supervision, and general office administration~~. Ideally, such experience should have been gained in a large (population 250,000 or higher) metropolitan jurisdiction.

Education:

Graduation from an accredited college or university with a Bachelor's degree in public or business administration, ~~human~~ resource management, political science, public relations, or a related field.

Substitution:

~~Additional qualifying experience may be substituted for the required education on a year for~~
~~year basis. Up to two years of additional qualifying experience may substitute for two years of the required education.~~

SPECIAL QUALIFICATIONS

- Must be bondable, ~~upon appointment~~.
- Possession of notary public certification, ~~with in at times six months~~ of appointment.
- Possession of a Certified Municipal Clerk Certificate and Master Municipal Clerk Certificate, or ability to possess a Master Municipal Clerk Certificate within one year of appointment.
- Possession of a valid California Class C Driver's License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

CLASS HISTORY:

Adopted: 4/20/02

Revised:

Title Change:

Maintenance Update:

Abolished:

Class Code: 020008 (formerly 01719)

Attachment 04 – Proposed Job Description

City Clerk Job Description

Bargaining Unit: Executive Management

Class Code: 020008

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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes department goals, objectives, policies and priorities; identifies resource needs; develops policies and procedures required for effective development and implementation in support of mission, vision, and goals; develops, directs and manages department budget; assesses and monitors workload administration and support systems; assigns duties and examines work for exactness, neatness and conformance to policies and procedures; supervises staff.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification.

- Attends and opens regular and special city council meetings; oversees or performs an accurate recording of the proceedings; preparation of the minutes proper legislative terminology; distributes information as requested; acts as filing officer for filings and conflict of interest statements; responsible for the cataloging and filing of City records; codifies and maintains the City's Municipal Code.
- Administers and directs the posting, mailing and publication of legally required notices of public hearings, including City Council, committee, special agency and authority meetings, in accordance with the Brown Act; responsible for the preparation and distribution of agendas, materials, minutes and records of meetings; administers the provisions of the Political Reform Act and the Freedom of Information Act.
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- Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

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- Pertinent Federal, State, local laws rules and procedures.
- Municipal government, structure and organization of council/manager form of government
- Brown Act, Maddy Act, Parliamentary Procedures.
- Sufficient mathematical skills for appropriate budget management.
- Report writing techniques and statistical concepts and methods.

Skill in:

- Public speaking.
- Document preparation; report writing
- Records management.
- Participates in evaluating, implementing and maintaining City Information Technology Resources (ITRs) to ensure transparent delivery of City Clerk services according to or exceeding best practices.

Ability to:

- Plan, organize, direct, and supervise the work of subordinate staff; delegate authority and responsibility.
- Plan, organize, and facilitate meetings.
- Prepare and make effective presentations to large and sometimes difficult groups.
- Work long and varied hours, including evenings and/or weekends if required; works under pressure and time constraints.
- Establish and maintain cooperative working relationships with elected officials, department heads, outside agencies, and the general public, including people of diverse backgrounds and interests.
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Experience:

Five years of complex and supervisory analytical work in a City Clerk's office, including at least two years at a management level managing complex projects, elections, economic filings, records management, staff supervision, and general office administration. Ideally, such experience should have been gained in a large (population 250,000 or higher) metropolitan jurisdiction.

Education:

Graduation from an accredited college or university with a Bachelor's degree in public or business administration, human resource management, political science, public relations, or a related field.

Substitution:

Up to two years of additional qualifying experience may substitute for two years of the required education.

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- Must be bondable, upon appointment.
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- Possession of a valid California Class C Driver's License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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