



CITY CLERK

DEFINITION

Under administrative direction, plans, organizes, and directs all functions and responsibilities of the City Clerk's Office, including agenda preparation, Public Records Act requests, and records management; oversees the municipal election process; coordinates assigned activities with departments and outside agencies; provides staff assistance to the City Council and the City Manager; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a single position executive management level classification with full responsibility for the City Clerk's Office and provides staff and policy assistance to the City Manager/City Council as assigned. The incumbent performs specialized duties that require a thorough knowledge of policies and procedures pertaining to matters before the City Council such as agendas, resolutions, ordinances, contractual bids, and other matters as required by law.

The City Clerk is an "at-will" position that serves at the pleasure of the City Manager.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Assumes full management responsibility for all City Clerk services and activities.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Coordinates and prepares agendas for City Council meetings; reviews agenda items for compliance with legal requirements.
- Organizes completed staff reports; produces and distributes agenda packages to appropriate individuals and organizations.
- Provides required public notices for meetings and public hearings.
- Acts as Clerk to the City Council; attends all City Council meetings and records the items before the Council and actions taken regarding the disposition of such items.
- Administers oaths or affirmations; takes and certifies affidavits and dispositions pertaining to City affairs.
- Plans, directs, and coordinates work plans through subordinate level staff of assigned

functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Maintains and provides public access to all City public records; attests, publishes, posts, and indexes and files all ordinances and other City public records.
- Maintains the official City Seal and archives.
- Certifies City documents as being official copies; files affidavits; receives and processes claims filed with and against the City.
- Supervises and conducts municipal elections; receives petitions relating to citizen initiatives, referendums or recalls; ensures that statements of economic interest are filed and that the procedures and guidelines set forth by the State Fair Political Practices Commission are followed.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships.
- Monitors developments in legislation related to the Municipal Code and establishes procedures to update the Code as required; analyzes their impact upon City operations, and recommends and implements policy and procedural improvements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of City Clerk functions and requirements and municipal government operations and organization.
- State Elections Code; State Government Code as it relates to the Office of the City Clerk; State Fair Political Practices Commission guidelines and procedures, and the Brown Act.
- Principles and practices of government records management including records retention laws.
- Practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of management, organizational planning, and public relations.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Manage and direct operations of the Office of City Clerk.
- Prepare and administer a departmental budget.
- Communicate effectively with citizens, City Council members, and City staff.
- Interpret and apply City policies, procedures, rules and regulations.
- Prepare clear and concise minutes, reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information in an effective and accurate manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Represent the City under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

Possession of a Bachelor's degree from an accredited four-year college or university with major coursework in public administration, business administration, or a closely related field;

AND

Four (4) years of increasingly responsible experience performing a variety of complex administrative support duties in a City Clerk's Office or related organization. One (1) year of supervisory responsibility is highly desirable.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks is required within two (2) years of the date of appointment.
- Possession of a Notary Public of the State of California certification is required within twelve (12) months of the date of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Attend evening and/or special meetings of the City Council and boards and commissions, as required.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	May 2006
Revised	August 2023
FLSA	Exempt
Salary Schedule	Management/Range 18