

**CITY OF PACIFICA  
CITY CLERK**

**DEFINITION**

Under direction of the City Manager, plans, organizes and provides direction and oversight to and participates in all City Clerk functions and activities, which include the conduct of elections, the custody and access of public records, including Council actions, the legal notification of various Council, commission and committee meetings, and the preparation of agenda materials and minutes for City Council meetings; provides assistance to City management staff in areas of expertise; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The City Clerk directs and participates in all activities of the City Clerk's Office, including serving as the City's official record custodian and coordinating election activities. This class also supervises public services staff support for City Hall. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials that relate to the City Clerk function. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

**ESSENTIAL AND IMPORTANT DUTIES**

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office.
- Plans, organizes, administers, reviews and evaluates the work of administrative and public services support staff when appropriate.
- Contributes to the overall quality of the office's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Serves as the official record keeper of the City, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, codes, deeds, easements, bonds, and related documents.
- Attends Council and related meetings; provides for and/or records and transcribes minutes of the proceedings.
- Follows-up on City Council actions, as required, by tracking documents and actions, completing work orders and preparing correspondence.
- Administers City elections for candidates and City ballot measures, including preparing candidate guidelines, administering the candidacy and nomination process, providing information to candidates regarding procedural and disclosure requirements and publishing election notices and results within legal guidelines.
- Maintains the City's Municipal Code by tracking ordinances and providing for their publication and distribution.
- Designs and updates the City's public information for inclusion on website
- Serves as a notary public.

- Provides for the greeting of visitors and callers to City Hall.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, agendas, reports, procedures, ordinances and other written materials.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention and disclosure.
- Standard office practices and procedures, including the operation of standard office equipment.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff.
- Principles and practices of budget development, administration and accountability.
- Computer applications related to the work
- Applicable laws, codes and regulations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating the City Clerk function.
- Meeting all legal requirements of the function in a timely and effective manner.
- Scheduling, assigning, supervising, reviewing and evaluating the work of staff.
- Selecting, training, motivating staff.
- Providing for the training and development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the office.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Effective 1-1-08, must have the equivalent to a two year degree from a college or university with course work in business or public administration, records management or a field related to the work and two years experience which will have provided a knowledge of the City Clerk function and responsibilities. Additional experience as outlined above may be substituted for the education on a year-for-year basis to a maximum of two years. Some supervisory experience and certification as a municipal city clerk is desirable.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must obtain a notary public certification prior to completion of the probationary period.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Approved Date:

Revised Date:

Bargaining Unit:            Management Group

Resolution:

Former Titles:

Abolished: