



Scenic Pacifica
Incorporated Nov. 22, 1957

City of Pacifica CITY CLERK

DEFINITION

~~The City Clerk is, an at-will position and works under the~~ direction of the City Manager, plans, organizes and ~~coordinates all activities of the City Clerk's functions; P~~rovides legislative support services required for implementation of City policies; ~~provides information and maintains official City records;~~ 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-erves~~ as the City's official record custodian and coordinating election activities ~~and City Council functions.~~ ~~This class also supervises public services staff support for City Hall.~~ Responsibilities include coordinating the activities of the ~~department office~~ 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.

SUPERVISION RECEIVED AND EXERCISED

~~Receives direct supervision and direction from the City Manager.~~
~~Exercises direct and indirect supervision of support staff.~~

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 ~~City Manager Office's~~ services 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.
- ~~Coordinates and A~~ttends City Council and related meetings; provides for and/or records and transcribes minutes of the proceedings; ~~Coordinates and participates in the preparation, review and editing of City Council agendas, minutes and staff reports; ensuring compliance with the Brown Act, Political Reform Act, and all federal, state and local laws pertaining to clerk operations and records.~~

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- 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.
- Oversees and participates in the development and administration of the City Clerk's Office budget.
- Serves as a filing officer for Economic Interest and Campaign Disclosure statements.
- Serves as a notary public.
- Administers Oaths of Office to elected and appointed City officials, department heads, and City employees.
- Accepts and records bids for major Public Works projects and purchases of equipment.

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- Provides for the greeting of visitors and callers to City Hall. Provides official notification to the public regarding public hearings including legal advertising and notices; attests, publishes indexes and files ordinances and resolutions.
- 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.
- Administers requirements of Political Reform Act and regulations of Fair Political Practices Commission.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.
- Manages annual recruitment of various City boards and commissions; sets up interviews and advises of appointments.
- Coordinates bi-annual Ethics training in compliance with AB 1234, and ensures compliance.

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.

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

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education/Training

~~Effective 1-1-08, must have the e~~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. A BA in public administration, business administration or related field is preferred.

Experience

~~Five and two~~ years of increasingly responsible administrative work experience in a municipality 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 and maintain a valid California class C driver's license and have a satisfactory driving record. ~~Must obtain-A~~ notary public certification must be obtained prior to completion of the probationary period. Certification as a

Municipal Clerk or participation in a program leading towards certification is desirable.

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: April 11, 2005

Revised Date: July 9, 2018

Bargaining Unit: Management Group Unrepresented Management "At Will" status
Resolution:

Former Titles: Executive Assistant/City Clerk

Abolished:

DRAFT