

# **CITY OF SOLANA BEACH**

## **CITY CLERK**

### **DEFINITION**

Under general direction of the City Manager to plan, direct, manage and oversee the activities and operations of the City Clerk's Office including the administration, public information, election management, and records management; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and City Council; performs related duties as required. The City Clerk is an unclassified, at-will position.

### **CLASS CHARACTERISTICS**

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent also functions as a member of the City's executive management team and participates actively in addressing issues of concern to the City, which at times may not have a direct impact on the position's area of specialization.

### **ESSENTIAL FUNCTIONS**

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

- ◆ Directs and participates in the development and implementation of goals, objectives, policies and priorities related to the City Clerk's Office.
- ◆ Plans, directs, coordinates and reviews the work plan for the department; meets with staff to identify and resolve problems; monitors work flow; reviews and evaluates work products, methods and procedures.
- ◆ Attends City Council and other special meetings to record official proceedings; prepares minutes and other documents; directs the publication, filing, indexing and safekeeping of all proceedings of the City Council.
- ◆ Prepares, organizes, prints and distributes the agenda and agenda packet materials for City Council and other meetings.

- ◆ Coordinates the conduct of municipal elections; issues applications for absentee ballots; ensures conformance with the California Elections Code and government codes; transmits candidate information for printing of ballots; coordinates ballot measures, initiative petitions, arguments, rebuttals, and impartial analyses; advise candidates of Political Reform Act filing requirements; serves as filing officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; orders and maintains election supplies; prepares appropriate resolutions and ordinances in conjunction with requirements for results of the election; schedules and prepares appropriate documentation for City Council to certify elections; posts election results; administers and files oaths of office.
- ◆ Serves as Filing Officer for Political Reform Act Conflict of Interest filings for members of the City Council, City Manager, City Attorney, consultants, Board and Commission members and designated employees.
- ◆ Maintains the City's Municipal Code; determines placement and assigns new article/section numbers to new revisions/additions to the Municipal Code; assists departments in formatting of resolutions and ordinances; attests, publishes, indexes and files ordinances and resolutions.
- ◆ Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, and minutes; certifies copies as required; executes official City documents; maintains custody of City Seal.
- ◆ Coordinates the retrieval, protection, retention, and destruction of all records in accordance with City policy and legal, financial, governmental, and historical requirements; continually reviews and recommends improvements to the processing and maintenance of the City-wide records retention and destruction schedule; coordinates quality control procedures and off-site storage.
- ◆ Prepares the department operating and capital improvement program budgets; develops forecasts of staffing, equipment, materials and supplies; administers approved budget.
- ◆ Directs and participates in the implementation of new or revised programs, systems, procedures and methods of operation.
- ◆ Coordinates the City Clerk's Office activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, City Council.

- ◆ Provides official notification to the public regarding public hearings, including legal advertising of notices.
- ◆ Conducts special research projects as necessary; prepares reports, council agenda and correspondence; prepares and processes complex materials requiring the analysis of source material and familiarity with policies, procedures, terminology, and various applicable laws.
- ◆ Responds to inquiries from the public and City staff regarding departmental programs, procedures, activities, and other matters which require an in-depth knowledge of the department.
- ◆ Maintains lists of City Committee/Commission members; coordinates the appointment of members when vacancies occur.
- ◆ Selects, trains, motivates, and evaluates assigned personnel; oversees the video production crew and schedule; provides or coordinates staff training; works with employees to address deficiencies; implements discipline and termination procedures.
- ◆ Provides vacation and temporary relief as required.

### **QUALIFICATIONS GUIDELINES**

#### **Education, Experience and Training**

Any combination of experience and training that demonstrates an ability to perform the duties of the position. A typical qualifying background is:

#### **Experience:**

- ◆ Three (3) years of increasingly responsible experience in complex administrative office work, including supervisory and records management responsibility, preferably in a City Clerk's Office,.

**AND**

#### **Education:**

- ◆ Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Education, Experience and Training (continued)**OR**

→ At least five (5) years experience as a City Clerk, Deputy City Clerk, or Assistant City Clerk, in a municipal agency, which includes supervisory, records management, election management, and recordation of City Council meeting minutes experience.

Knowledge and AbilitiesKnowledge of:

- ◆ Organizational and management practices as applied to the development, implementation, and evaluation of programs, policies and operational needs of the City Clerk's Office and records management systems.
- ◆ Election laws, political reform requirements, and procedures for administering municipal elections.
- ◆ Pertinent Federal, State and local rules, regulations and ordinances.
- ◆ Principles and practices of organization, administration and personnel management.
- ◆ Principles and practices of records management including records retention laws.
- ◆ Principles used in minutes taking and preparation.
- ◆ Principles and practices of budget preparation and administration.
- ◆ Principles of supervision, training and performance evaluation.

Ability to:

- ◆ Provide professional and administrative leadership and direction to the City Clerk's Office.
- ◆ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ◆ Ensure compliance with Federal, State, and local rules, laws, and regulations.
- ◆ Interpret and apply pertinent laws, rules and regulations.

- ◆ Direct the retention/destruction of official records in accordance with applicable laws and regulations.
- ◆ Research, analyze and recommend appropriate policies and procedures for the operation of a records management system.
- ◆ Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- ◆ Plan, organize, direct, and coordinate the work of the department to meet schedules and deadlines.
- ◆ Prepare and monitor departmental operating and/or capital improvement program budgets.
- ◆ Supervise, train, and evaluate assigned personnel.
- ◆ Communicate clearly and concisely, both verbally and in writing.
- ◆ Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- ◆ Attend evening meetings.

Special Certifications:

- ◆ Possession of or ability to obtain a Class “C” California driver's license and a satisfactory driving record.
- ◆ Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk, is highly desirable.
- ◆ Certification as a Notary Public is desirable.

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