

# **CITY OF HALF MOON BAY**

## **JOB CLASS SPECIFICATION**

### **CITY CLERK**

#### **DEFINITION**

Under general direction of the City Manager the City Clerk plans, directs and coordinates all activities of the City Clerk's Office including preparation and maintenance of all City Council agendas, minutes and correspondence, and the maintenance of official City documents and records. This position requires a high level of confidentiality when performing sensitive tasks.

#### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for managing the City's official records and elections, as well as boards and commissions and general Council support. General direction is received from the City Manager in accordance with standard procedures, policies and statutory regulations, but there is wide latitude for independent action in the administration of the on-going day-to-day operations, in accordance with the City Code, ordinances, federal and state law.

#### **ESSENTIAL AND IMPORTANT DUTIES**

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

Serve as Clerk to the City Council and provide direct communication with City Council members as necessary.

Prepare City Council documents, postings and agendas, ensuring compliance with the Brown Act, Public Records Act, Political Reform Act, and all applicable Federal, State, and local laws pertaining to clerk operations and records.

Plan, organize and direct the processing and publication of all City Council proceedings.

Attend regular and special City Council and Community Development Agency meetings and take and publish the official minutes as well as process the ordinances and resolutions of the City Council.

Serve as custodian of official City records and public documents, including maintenance, indexing, filing and the safekeeping of all municipal documents.

Ensure that City agreements, contracts and other legal documents are signed and recorded and that associated records and documents are obtained and public notices and ordinances are published and that the City is in compliance with various public disclosure and notification statutes.

Provide public records and information to Council members, Commissioners, Department Heads, citizens, civic groups, the media and other agencies as required by the Public Records Act.

Respond to complaints and inquiries made by phone, email, and mail or in person by providing information or referring inquiries to the appropriate person or department.

Assist the public and City staff by communicating official plans, policies and procedures.

Coordinate with department heads regarding procedures and policies in the preparation of City Council and other official meeting agendas and prepare and distribute agendas.

Serve as Elections Officer in conjunction with the Registrar of voters for the conduct of municipal elections, including preparing nomination documents, publication of legal notices, receipt and transmittal of FPPC filings, and the submittal of required information to the County Registrar of Voters.

Coordinate codification of the Municipal Code.

Serve as custodian of the City Seal.

Administer the oath of office to City employees, elected officials and appointed officials as necessary.

Track term expirations and conduct recruitments for City Boards and Commissions.

Maintain and update conflict of interest code policy and procedures. Inform Council members, Commissioners, Department Heads and staff of potential conflicts of interest relating to the Fair Political Practices Commission.

Act as the City's disadvantaged business owner's liaison officer in accordance with the City's federal DBE policy.

Direct and participate in the development and implementation of goals, objectives, policies and procedures.

Develop and implement office procedures and systems and provide research assistance as necessary.

Select, supervise, train and evaluate assigned staff.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- All facets of city clerk operations and municipal services.
- Modern records management principles and practices as well as the California Public Records Act.
- Government and Municipal code, the Ralph M. Brown Act, Elections Code, Campaign Reform Act and the Political Reform Act.
- Modern office procedures, methods and equipment.
- Business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Principles of supervision, training, and performance evaluation.

### **Skill to:**

- Provide exceptional communication skills in personal and public settings.
- Operate an office computer and a variety of word processing and software applications.
- Operate an array of automated office equipment.

- Take and transcribe dictation at a speed required for successful job performance.
- Type 50 words per minute accurately.

**Ability to:**

- Direct and coordinate municipal elections.
- Attend night meetings and take and transcribe accurate minutes.
- Work independently on detailed and complex issues, while keeping the City Manager and City Attorney informed.
- Be politically astute and capable of making professional recommendations within a political environment.
- Communicate clearly and understandably both verbally and in writing.
- Interpret and apply departmental rules and policies.
- Prepare correspondence and memoranda.
- Establish and maintain effective work relationships.
- Be able to sit and work long hours and travel to meetings and conferences as needed.

**EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the essential and important duties of this position are required. A typical qualifying background would be a Bachelor's Degree from an accredited college or university with major coursework in public or business administration, records management, or a closely related field and three years of increasingly responsible experience in local government, records management and by performing duties as a City Clerk or Deputy City Clerk. Additional experience as a City Clerk or Deputy City Clerk may be substituted for the college degree on a year for year basis up to two years.

## **SPECIAL REQUIREMENTS**

It is essential to be physically capable of performing the essential job functions for this classification and to possess physical stamina and mental alertness.

## **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess, or obtain within six months of hire, an appropriate valid California Driver's License. Certified Municipal Clerk (CMC) certification by the International Institute of Municipal Clerks is desired. Notary certification is desired.