



DEFINITION

Under administrative direction, directs and manages all activities and functions of the City Clerk's office; prepares and maintains the agenda and minutes for the City Council meetings; maintains official City records; acts as Filing Officer/Official for Fair Political Practices Commission; maintains City ordinances and codes; conducts municipal elections; administers the City's Records Management Program; performs highly responsible and complex administrative support and special assignments for the City Council, City Manager and Assistant City Manager; supervises administrative and clerical staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager and City Manager. Exercises supervision over City Manager's Office administrative clerical staff.

DISTINGUISHING CHARACTERISTICS

This single position division manager classification requires a thorough knowledge of public policy, municipal functions, and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. This position performs with a high degree of professionalism and independent judgment and provides support to the Mayor and City Council and performs functions required of a City Clerk by State law.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Provide high level professional support to the Mayor, City Council members, and City staff.; coordinate activities of the City Clerk's Office with other City departments, outside agencies, and the general public; assist the public and City staff by providing information and research assistance.

Prepare and publish agendas and minutes for City Council meetings; prepare staff reports and edit staff reports from other departments; draft proclamations and prepare resolutions, ordinances, and exhibits for City Council agendas; attend City Council meetings; direct and maintain publication, filing, indexing, and record of all proceedings of City Council; provide guidance to support staff for commissions, and committees; ensure accurate, up-to-date filing of City ordinances, agreements, resolutions and minutes of City Council, commissions, and committees.

Initiate actions required as follow up after City Council meetings, including acknowledging communications, publishing, and mailing notices, and recording documents; publish ordinances, resolutions and notices of public hearings. ensure City agreements, contracts and other legal documents are signed and recorded, associated records and documents are obtained and public notices and ordinances are published in coordination with City departments.

As Custodian of City Records, administer the City's Records Management Program, including document imaging, records retention, records destruction, index and preserve all City Council actions and City contracts; maintain custody of all official records and archives of the City including official bonds and annexation material; assure system integrity and recommend system improvements, modifications, and modern practices; research and respond to requests for City records and provide information to the public and staff concerning City Council actions, laws, ordinances, codes, procedures and projects covered under the Public Records Act.

Administer the City's Conflict of Interest Code; coordinate the filing of campaign statements and Statements of Economic Interest as required of Council Members, designated City employees, and advisory body members to meet legal requirements.

Maintain, initiate, and coordinate updates, codification, and supplementation of the Newark Municipal Code; coordinate the preparation and updates of the City's Administrative Regulations; maintain custody of the City seal; certify, and record official City documents.

Plan and direct the conduct of municipal elections and serve as liaison to the Alameda County Registrar; administer and ensure compliance requirements of Political Reform Act and regulations of Fair Political Practices Commission; administer State campaign financing and disclosure laws.

Direct, supervise, and coach City Manager's Office staff, ensuring that staff are provided with the skills, resources, and technology necessary to provide outstanding customer service.

Receive and open bids for City projects and purchases; receive and process liability claims filed against the City.

Develop and administer City Clerk, City Manager, and City Council budgets.

Perform special studies and prepare reports; serve as facilitator and as a member of various City committees.

Administer recruitment process for City Council and appointment for boards, commissions, and committee members; coordinate and maintain memberships for all City advisory bodies; provide guidance to support staff for commissions, and committees; administer oaths of office.

Represent the City in meetings with representatives of governmental agencies, business, professional, and community members.

Monitor and maintain current knowledge of developments related to City Clerk matters; evaluate impact upon City operations; recommend and implement policy and procedural improvements.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state, and municipal laws, regulations, and procedures relating to City Clerk responsibilities including California Public Records Act, California Government and Elections codes, Ralph M. Brown Act, California Conflict of Interest regulations, Political Reform Act, and other applicable codes and ordinances.
- Records management principles and systems as they relate to municipalities.
- Elections and implementation of Fair Political Practices Commission regulations.
- Current administrative, budget, and personnel practices.
- Current office practices, procedures, and equipment including personal computers and applicable software.
- Sentence structure, grammar, clear writing, and organization for report writing.
- Basic principles and techniques of supervision.

Skill or Ability to:

- Plan, organize, and direct activities of a City Clerk's Office.

- Work in an ethical, tactful, and courteous manner with elected officials, City staff, private entities, citizen groups, other agencies, and the general public.
- Prepare City Council agenda and accurate meeting minutes in a timely fashion.
- Analyze, interpret, and apply various federal, state and local laws and comprehend legal and technical language material.
- Direct and coordinate municipal elections.
- Organize and maintain accurate records including confidential information.
- Plan, organize, supervise, and review the work of the City Clerk's office and assigned administrative and clerical personnel.
- Identify and address issues and concerns from City Council, City staff, and the public.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain positive and effective working relationships with the City Council, City staff, the public, and other governmental agencies.
- Write reports, resolutions, ordinances, and exhibits, and edit written documents.
- Operate a personal computer and applicable software.
- Administer budgets.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, Public Policy, Industrial Relations, Psychology, or a closely related field, and five (5) years of municipal government experience with a minimum of two (2) years in a City Clerk's office, and two (2) years of supervisory experience.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Certification as a Certified Municipal Clerk (CMC) is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

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 staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to attend day, evening, and weekend meetings, at various sites within and outside the City.