

## CITY CLERK

### DEFINITION:

Plans, directs, supervises, coordinates and participates in all activities of the City Clerk's Office; provides highly responsible and technical staff assistance to the City Manager and City Council; serves as City archivist and records manager; may serve as Clerk Of The Board to the Ridgecrest Redevelopment Agency; and other related duties as assigned.

### CLASS CHARACTERISTICS

Subject to administrative direction by the City Manager.

Responsibilities include the direct supervision of clerical staff assigned to the City Clerk's Office or as assigned by the City Manager.

### ESSENTIAL FUNCTIONS

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

Develop and implement goals, objectives, policies, and priorities regarding City records, and communicate changes in municipal law to appropriate offices, departments, and agencies.

Serve as Clerk to the City Council; directing, coordinating and participating in all activities required by state and local law.

Serve as custodian of the City seal.

Attend City Council meetings and prepares minutes.

Prepare the City Council agenda and supervise and participate in the preparation of the agenda packets.

Arrange for and oversee codification of City ordinances.

Prepare indexing of City Council minutes.

Plan and direct safekeeping, microfilming, and digitizing of the City's permanent records.

Supervise recording, publication and maintenance of official documents as needed.

Plan and direct municipal elections.

Serve as filing officer for required disclosures as required by state law.

May administer Oaths of Office to elected officials, department heads, and other City employees as required.

Receive claims and suits against the City for money or damages.

Administer the City Clerk's budget.

Serve as a notary public.

Respond to complaints and requests for information.

Develop and implement appropriate systems and procedures.

Select, supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. Five years of progressively responsible office management and graduation from an accredited college of university with a bachelors degree in public administration is desired. Computer literacy is required. Certification by the City Clerk's Association is desired.

### Knowledge, Skill and Abilities

Applicable federal, state and municipal laws and procedures, including election laws and political reform requirements.

Functions and services performed by a municipal government.

Parliamentary procedures for the conduct of public and special meetings.

Principles of supervision, training, and performance evaluation.

Principles of records management.

Plan, direct, and administer municipal elections.

Document, record, and maintain official records and files of municipal activities.

Communicate with and provide information to the City Council, the staff, and the general public.

Plan, assign, and coordinate the activities of the City Clerk's office.

Serve as a notary public.

Select, supervise, train, and evaluate assigned staff.

### Special Requirements

Possession or ability to possess a Class "C" drivers license is required.

PHYSICAL PROFILE: I, 4, 7, 12

SALARY GRADE: 900