

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 or the Administrative Services Director. 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

An Associate's degree from an accredited college or university with major course works in public or business administration is required, A Bachelor's degree is desired; and five years of progressively responsible office management. Computer literacy is required. Certification by the City Clerk's Association is required.

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 of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I, 4, 7, 12

SALARY GRADE: 636