

CITY CLERK / CLERK SERVICES MANAGER

Definition:

Under general supervision manages, plans, oversees and participates in the activities of the Office of the City Clerk to include the maintenance of official City documents and records; assists with the performance of a variety of state mandated duties; serves as the Elections Official; performs a variety of City Council and Redevelopment Agency meeting functions to include agenda preparation and the recording of minutes; may be appointed as City Clerk by the City Council and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties being performed on a frequent and recurring basis by an incumbent include the following:

Manages, plans, oversees and participates in the activities and functions of the Office of the City Clerk.

Attends City Council and Fullerton Redevelopment Agency meetings and records actions taken.

Serves as City Clerk if appointed by City Council and in this capacity performs functions contained in State and local law related to City Clerk duties.

Keeps accurate records of City Council meetings in books bearing appropriate titles.

Directs the organization, preparation, assembly and distribution of City Council and Redevelopment Agency agenda and related materials.

Directs the development and administration of the citywide records management program.

Maintains the book of City ordinances, records all ordinances in same along with the appropriate City Clerk's certificate.

Oversees the preparation, publication and mailing of public hearing notices.

Receives claims, summons, subpoenas and requests for public records and administers oaths and notarizes City and public documents.

Issues and verifies nomination papers and receives and certifies initiative, referendum and recall petitions.

Manages the maintenance and update of the Fullerton Municipal Code.

Plans, coordinates and directs municipal election activities to ensure compliance with local, state and federal laws and standards.

Develops, implements and monitors goals, objectives, policies and the budget for the Office of the City Clerk.

Compiles, organizes and interprets data, writes reports and prepares correspondence.

Supervises, trains and evaluates assigned staff.

Analyzes administrative and operational situations and implements change as needed.

Answers questions from the public and City officials regarding ordinances, resolutions and official actions and provides public records and information upon request as appropriate.

Attends a variety of meetings and makes oral and written presentations.

Operates a personal computer and uses applicable software and audio recording devices.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Lifts and moves boxes of files and records weighing up to 30 pounds.

Class Characteristics:

City Clerk / Clerk Services Manager is a single incumbent management position in the City Manager's Department. The City Clerk function is appointed by City Council. The City Clerk / Clerk Services Manager is responsible for the comprehensive activities of the Office of the City Clerk and exercises a substantial degree of judgment over a wide variety of difficult administrative, records management and other functions.

Contacts and Relationships:

The City Clerk / Clerk Services Manager has substantial and continuing contact with staff in all City departments relative to the preparation of agenda documents. Additional contact occurs with City Council Members and the public regarding municipal actions and other inquiries.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Applicable federal and state laws and regulations to include the Political Reform Act, Brown Act, Public Records Act and the California State Elections Code.

Principles, practices and techniques related to the City Clerk function.

Records management principles and practices.

English usage, spelling, grammar and punctuation.

City government structure and processes.

Effective public contact and public relations techniques and practices.

Analysis and research methods and techniques.

Effective supervisory and management techniques to include budget preparation and administration.

Methods of making effective oral and written presentations.

Computer applications as they relate to area assigned.

AND

Ability to:

Apply, explain and work in accordance with a variety of laws.

Initiate and compose reports and correspondence and collect, compile and analyze data.

Operate a personal computer and use applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Initiate and carry out required procedural assignments and tasks.

Use independent judgment and initiative.

Communicate effectively orally and in writing and make oral presentations.

Train, supervise and evaluate the work of assigned employees.

Handle multiple deadlines and multiple projects.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree in Management, Business Administration, Public Administration or a related field from an accredited college or university.

AND

Experience:

Five years of progressively responsible experience in a City Clerk's office or related municipal setting, to include two years of lead or supervisory experience.

Special Requirements:

Must be able to work a flexible schedule to accommodate City needs.

Must be a Notary Public or be able to become a Notary Public.

Possession of or ability to obtain a Certified Municipal Clerk designation.

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to operate or learn to operate a digital/tape recorder.

The City of Fullerton's Conflict of Interest Code requires that the City Clerk / Clerk Services Manager file financial disclosure statements in accordance with state and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in a Council Chamber and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent grasps, stands and walks and may twist, reach, bend, crouch, kneel and lift, move, push, pull, drag and carry boxes of files and other items weighing 30 pounds or less.. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established July 2004 – class consolidation (Clerk Services Manager and City Clerk)