

## CITY OF EASTVALE



### **CITY CLERK (Full-time)**

#### **DEFINITION**

Under direction of the City Manager, to perform a variety of responsible, confidential, complex professional, administrative and technical duties in the City Clerk's office; to assist in the resolution of citizen concerns and inquiries; and to perform related duties as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Manager, or the City Manager's designee; may supervise other technical and administrative support staff as assigned.

#### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

1. Prepares and distributes City Council meeting and work session agendas; prepares, posts and publishes public hearing and other required legal notices.
2. Attends and takes minutes of meetings of the City Council, or meetings of other boards or City Commissions.
3. Prepares, edits, distributes and maintains City Council minutes; maintains Official Minute Books of the City Council and other boards or commissions.
4. Prepares and distributes official documents for signature by the City Manager, Mayor, City Attorney or others as required.
5. Processes and records all resolutions and ordinances; submits ordinances for codification in the Municipal Code.
6. Serves as the custodian of public records including ordinances, resolutions, contracts, deeds, agreements, bids, recorded documents and related items; archive and maintains all official City documents.
7. Maintains overall responsibility for the City records management system including development and implementation of records retention guidelines; coordinates with the City Attorney's Office for the retrieval and copying of public documents in connection with public records requests.
8. Coordinates municipal elections with the Riverside County Registrar's office, including initiatives, referendums and candidates.

9. Coordinates the distribution, collection, logs and filing of Fair Political Practices Commission documents including Conflict of Interest statements and Campaign Disclosure for City Council members, staff, committee, commission and board members as required by State law.
10. Performs a variety of duties in support of the operation and services of the City Clerk's Office required under State law; administers loyalty oaths; receives and processes petitions and documents related to lawsuits and claims against the City; oversees bid openings; prepares legal notices and records legal documents with the County Clerk.
11. Advertises for and distributes applications and information for prospective committee and commission members; maintains current listings of members including term expirations in compliance with the Maddy Act.
12. Coordinates, plans, and organizes research, compiling, preparing and interpreting a wide variety of complex information and data, and presents information to individuals and groups including public meetings.
13. Performs secretarial and clerical support duties in support of the City Council members and members of boards and commissions appointed by the City Council; drafts and prepares proclamations and commendations; researches information for Council members.
14. Assists in the preparation, administration, and monitoring of assigned budget; compiles annual budget requests; monitors approved budget accounts.
15. Keyboards and proofreads a wide variety of reports, letters, memoranda, correspondence and statistical charts from rough draft, verbal instruction, or transcribing machine; independently composes correspondence related to assigned area of responsibility.
16. Serves on various committees and attends meetings as assigned.
17. Utilizes various computer applications and software packages; enters and maintains data; generates reports from a database or network system; creates documents using word processing software.
18. Prepares and revises various operating procedures, rules and regulations as directed; develops and revises office forms and report format.
19. Maintains and orders office supplies; prepares purchase orders and check requests; receives invoices, checks for accuracy and processes for payment.
20. Acts as a certified Notary Public for City business matters.
21. Performs related duties as directed by the City Manager.
22. Provides back-up support to other office staff as directed by the City Manager.
23. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
24. Performs related duties as assigned.

## **EXPERIENCE, TRAINING, AND LICENSE**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Qualifications:**

Graduation from high school or satisfactory equivalent, preferably supplemented by college level coursework, training or certification related to office and local government and official record keeping procedures. A minimum of 5 years of progressively responsible experience in a City Clerk's Office, which included leadership and supervisory responsibilities, comparable to an Assistant or a Deputy City Clerk.

### **License/Certificate:**

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

Possession of a valid certificate as a Notary Public issued by the State of California.

Possession of a certification as a Certified Municipal Clerk, or attainment within 18 months of appointment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Knowledge of operations, services and activities of a municipality including the policies and procedures related to the functions and statutory obligations of the City Clerk's Office, including election procedures; business letter writing and basic report preparation techniques; modern office procedures, methods, and equipment including computers and related software applications such as word processing, spread sheets and databases; office management principles, methods and procedures, including principles and procedures of record keeping and filing; practices used in minute taking and preparation; methods and techniques of proper phone etiquette, public relations; the organization and operations of the City and of outside agencies in order to perform necessary assigned responsibilities; basic principles and practices of budget preparation and administration; English usage, spelling, grammar and punctuation; safe work methods and safety regulations.

### **Ability to:**

Perform responsible and difficult administrative and secretarial support duties involving the use of independent judgment and personal initiative; learn, interpret, and apply administrative and departmental policies and procedures; provide information and organize material in compliance with applicable laws and regulations; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City Clerk's department; respond tactfully, clearly, concisely and appropriately to inquiries from the public or other agencies on issues in area of responsibility; keyboard at a speed necessary for successful job completion; maintain confidentiality of information and exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential; work independently in the absence of supervision; plan and organize work to meet changing priorities and deadlines; communicate clearly and concisely, both orally and in writing; operate a computer using word processing and spreadsheet software; exercise sound independent judgment within areas of responsibility; and

establish and maintain effective working relationships with the City Manager, City officials, Board and Commission members, contractors, consultants, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

### **SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus; travel by vehicle while conducting City business.

#### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and matters requiring the presence of the Senior Administrative Analyst. These hours may include, but are not limited to: weekends, evenings and holidays. The employee may be required to travel using public transportation. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City is required.

### **FLSA STATUS**

This is an exempt classification.