

## **CITY OF LINCOLN CITY CLERK**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, plans, manages, oversees and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as proscribed by statute; oversees and directs the management, retention and distribution of City records and documents; coordinates program activities with other City officials or outside agencies; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **City Clerk** is a management level class which oversees all functions and operations of the City Clerk's Office including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the City Manager. Exercises direct and indirect supervision over assigned office support staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts responsibility for all City Clerk's official activities and services, including activities associated with the production, publication and maintenance of City records, agendas, and minutes relating to City Council and other board and commission activities; coordinates activities with other City officials, departments, other agencies and organizations.
- Keeps an accurate record of the proceedings of the City Council and related boards and commissions; follows up on Council and Redevelopment Agency actions to insure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records; updates the Municipal Code to reflect actions of the Council.
- Records and maintains minutes, ordinances, resolutions, contracts, deeds, easements, notices of completion, lot line adjustments, final maps and public improvements; publishes legal notices, hearings, ordinances and street abandonments; receives and opens bids; receives, processes and coordinates subpoenas and liability claims.
- Plans and directs the conduct of municipal elections, and serves as liaison with County elections officials.
- Administers oaths or affirmations; certifies authenticity of municipal corporate documents for public

officials, governmental agencies, courts and the general public, including ordinances, resolutions, agreements, deeds and other official documents.

- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates required filings with the Fair Political Practices Commission.
- Maintains automated optical imaging records management system; provides a variety of information-gathering and records-retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes and enforces laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to the field of municipal records management, elections and related service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

#### **QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

##### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Clerk/Records Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience providing executive secretarial support or management of complex records, and a high school diploma or equivalent. College-level study in secretarial science, business or public administration is highly desirable.

##### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Certified Municipal Clerk certification is desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the Brown Act, California Elections Code, FPPC regulations and the California Public Records Act; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, procedures, and equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate standard office equipment including a computer and variety of word processing and software applications; operate automated records retention and retrieval systems.

**Ability to:**

Plan, organize, direct and perform the duties of City Clerk; accurately index, file, certify and maintain records; operate and maintain documents in automated optical imaging systems; interpret, explain and apply applicable laws, codes and regulations related to preparing, posting and maintaining public documents and notice; meet with public officials and private citizens and provide information, and organize material in compliance with laws, regulations, policies and procedures; work long hours and attend evening or weekend meetings as required; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships.

<b>Salary Range:</b>	Refer to Unrepresented Group's Salary Schedule
<b>FLSA:</b>	Exempt
<b>Employee Group:</b>	Contract/At Will