



## **CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION**

### **CITY CLERK**

#### **DEFINITION**

Under general administrative direction of the City Manager, the City Clerk plans, directs and reviews the activities of the City Clerk's Office; conducts municipal and special elections, maintains official records and documents of the City, serves as a liaison between the City Council and the public; coordinates assigned activities with other City Departments and outside agencies; and provides highly responsible and complex administrative support to the City Council and the City Manager.

#### **DISTINGUISHING CHARACTERISTICS**

Reporting to the City Manager, the City Clerk manages the administration of the City Clerk Department and exercises independent judgment, initiative and common sense in establishing efficient and effective departmental operations consistent with the Rancho Santa Margarita Municipal Code, City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's executive management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

#### **ESSENTIAL DUTIES**

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions consistent with business needs and position qualifications.

- Assume management responsibility for all services, activities and priorities of the City Clerk's office. Provides leadership in planning, developing and implementing Department goals and objectives.
- Serve as Clerk to the City Council; attend City Council meetings; direct and supervise the recording and maintaining of minutes of City Council and other meetings; supervise and direct the publication, filing, indexing and safekeeping of all proceedings and documents of the City Council.
- Direct and supervise the preparation, organization, printing and distribution of the agenda for City Council meetings, including preparation and publication of legal notices.

- Administer and maintain the City's comprehensive records management and retention program, ensuring compliance with appropriate guidelines for records retention and disposition; update and file official municipal documents.
- Plans, coordinates and directs general and special municipal election activities and ensure compliance with federal, state and local laws. Verify nomination papers and receive/certify initiative referendums and recall petitions.
- Ensure compliance with and act as filing officer for Political Reform Act.
- Coordinate Department activities with other departments and outside agencies and organizations; provide staff assistance to the City Council and City Manager; and prepare staff reports and other necessary oral and written correspondence.
- Supervise, train and evaluate subordinate staff. Prepare performance reviews, analyze employee deficiencies, and implement solutions. Monitor work flow; review and evaluate work products, methods and procedures. Recommend employee selection and implement discipline.
- Develop and participate in the administration of the City Clerk's Department budget.
- Coordinate the City's response to Public Records Requests and ensure compliance with the State Public Records Act.
- Receive and log claims for damage, summons, complaints, and subpoenas as appropriate.
- Supervises the maintenance and update of the City of Rancho Santa Margarita Municipal Code.
- Research and analyze complex administrative, legislative and administrative issues. Prepare and present reports.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Applicable Federal, State and municipal laws, codes, regulations and procedures related to municipal elections, open meetings, parliamentary procedure, political reform requirements, including Political Reform Act, Fair Political Practices Act, Maddy Act, Ralph M. Brown Act, California Government Code, and California Election Code.

Public notice laws, provisions and procedures.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Proper English, spelling, grammar, punctuation use, and business letter writing.

Principles and practices of records management, including records retention laws.

Principles and practices of supervision, evaluation and discipline.

Personal computer system including word processing, spreadsheet, presentation electronic calendar, agenda & meeting management, and file management programs.

### **Ability to:**

Understand, interpret, explain and apply complex federal, state and local laws, rules and ordinances including but not limited to the Public Records Act, Ralph M. Brown Act, Fair Political Practices Commission regulations, California Government Code, and California Government Code.

Provide information and organize material in compliance with laws, regulations and policies.

Direct the retention and destruction of official records according to applicable laws and regulations.

Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, orally and in writing with elected and appointed officials, City Manager, Directors, Commissions, attorneys, contractors, vendors and community groups. Remain impartial when dealing with sensitive political issues. Maintain confidential information.

Analyze situations carefully, and adopt effective courses of action.

Operate a computer using word processing and spreadsheet software; may include Microsoft Word, Excel, Outlook and Power Point.

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

### **Training and Experience:**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Education equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field; Four years increasingly responsible and complex administrative office work experience in a City Clerk's office, including two years of supervisory experience; or any combination of education, experience, and training that would likely provide the required knowledge and abilities.

### **Licenses:**

Municipal Clerk Certification desirable.

Possession of a valid California Driver's License and a safe driving record at appointment is required.

### **Physical Standards:**

***Physical & Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual

display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

***Environmental Elements:*** Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

**Tools and Equipment:**

Personal computer, including complex word processing, spreadsheet, electronic calendar, presentation, records management software and agenda & meeting management programs; telephone, fax, copier, postage machine and other modern office equipment as necessary.

**SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and may include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*

**FLSA Status:** Exempt

**Classification Status:** Executive & Management Classification. This is an “At Will” classification and not included in “Competitive Service” as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.

**Approval Date:** August 1, 2014 (mt)