



CITY CLERK

Bargaining Unit: Unrepresented Management

DEFINITION:

Under administrative direction, plans, organizes, and directs the Office of the City Clerk which is a division of the City Manager's office. Plans, organizes, and coordinates municipal elections; maintains official City records; serves as a member of the City's Management Team; supervises the City's records management program; serves as Filing Officer/Official for the Fair Political Practices Commission; supervises administrative and clerical staff; and, performs other related duties as required.

CLASS CHARACTERISTICS:

This is a management position responsible for administration of the City Clerk Division's operations. This single position class requires a thorough knowledge of municipal organization and operations, and the exercise of mature judgment. This class performs functions required of a City Clerk by State law. The incumbent works under the direction of the City Manager and/or Deputy City Manager.

EXAMPLES OF DUTIES (illustrative only):

- Plans, directs, and coordinates all activities of the City Clerk's Office.
- Develops and implements the goals, objectives, policies, procedures, and priorities relative to the City Clerk's Office.
- Supervises and prepares City Council agendas and packets under the administrative direction of the City Manager; attends Council meetings and records the actions of the City Council; prepares minutes of meetings and ensures the accurate and up-to-date filing of City ordinances, agreements, resolutions and minutes.
- Maintains the Union City Municipal Code, initiating and coordinating updates, codification, and supplementation of the Code.
- Plans, organizes and coordinates with Alameda County the conduct of municipal elections; ensures the legality of the proceedings in accordance with state and local election and campaign financing laws; serves as the City's Election Officer; receives and processes initiative and referendum petitions; develops and manages the process for the filing of arguments and rebuttals associated with ballot initiatives.
- Administers the requirements of the Political Reform Act and regulations of the Fair Political Practices Commission.
- Administers the City's Conflict of Interest Code.
- Administers oaths of office and certifies copies of official City records.
- Receives and opens bids for City projects and purchases.

- Receives and processes liability claims filed against the City.
- Serves as custodian of the City Seal and official City Records and documents, keeping all records properly indexed for ready reference.
- Receives and coordinates all public records requests for City records covered under the Public Records Act; and, provides information to the public and staff concerning City Council actions, laws, ordinances, codes, and procedures.
- Ensures City agreements, contracts and other legal documents are signed and recorded/archived, and public notices and ordinances are published.
- Monitors the workflow, plans, organizes, directs, supervises, and evaluates City Clerk's Office staff and service levels.
- Develops and prepares the City Clerk's Office annual budget and monitors expenditures throughout the year.
- Coordinates City Clerk's Office activities with other City departments, outside agencies, and the general public.
- Conducts the recruitment and appointment process for membership on boards and commissions.
- Performs required duties under the City's disaster response plan.
- Supervises citywide Records and Information Management (RIM) Program and systems for retrieval and the systematic retention, transfer, archival or destruction of records in City departments; establishes and maintains records management procedural manuals; and, provides for ongoing training of City personnel in records management.
- Completes special projects as assigned.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

A Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Industrial Relations, Psychology or a closely related field, supplemented by five years of experience in relevant and complex records management typically associated with City Clerk duties, including planning and managing municipal elections and supervisory and office management experience.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- California Election Code as it applies to municipalities.
- Federal, state and municipal laws and procedures relating to the maintenance of municipal records.

- Modern records management principles and practices.
- California Public Records Act.
- California conflict of interest regulations.
- Reporting requirements of the Political Reform Act of 1979 as amended.
- The Brown Act, and other pertinent legislation/regulatory requirements.
- Current personnel, budget and administrative practices.
- Bidding process and process for filing claims against the City.

Ability To:

- Communicate clearly and concisely, orally and in writing.
- Analyze, interpret, and apply laws and regulations affecting the City Clerk's Office.
- Direct and coordinate municipal elections.
- Work in a fair, tactful, and courteous manner with a multi-cultural public, elected officials, departmental personnel, private entities, and citizens groups.
- Write reports, resolutions, ordinances, and exhibits, and edit written documents.
- Prepare agendas and meeting minutes in a timely manner.
- Prepare and administer a department budget.
- Maintain filing systems and complex records including confidential data.
- Organize material in compliance with laws, regulations, and policies.
- Supervise, train, and evaluate assigned professional, technical, and clerical personnel.
- Interpret and apply administrative and departmental policies, laws and rules.
- Locate and assemble data; provide information and organize material in conformance with laws and procedures.
- Attend night meetings on a regular basis, and accommodate flexibility of work hours when required for occasional weekend work.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks, or Certification through the American Records Management Association.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Essential duties require the mental and/or physical ability to: work in a standard office environment; work indoors or outdoors with exposure to slippery or uneven walking surfaces; work around dust and computer use; work alone or with other individuals; perform repetitive keyboarding; attend night meetings and weekend meetings when required; travel to various locations within and outside the City; utilize a computer; bend, stoop, and reach; sit for extended periods of time; converse over the telephone and in person, and be clearly understood; move objects weighing up to 30 pounds; document public meetings and transcribe into a written record; drive a vehicle.

Travel: Positions in this class may require local and statewide travel as necessary.