

**Definition:** Under direction of the City Administrator, performs a wide variety of administrative and research tasks; acts as Clerk of the City Council and performs other tasks assigned to the City Clerk designated in the Municipal Code; may administer one or more program areas.

**Distinguishing Characteristics:** This class functions as an administrative specialist in the City Administrator's office. Assignments will vary, but include Clerk of the City Council and other Code-designated City Clerk functions; assisting the City Administrator and Assistant City Administrator in meeting day-to-day administrative needs of the Administration Office.

**Essential Duties:** Provides administrative support assistance to the City Administrator by the performance of the following duties:

- Carries out statutory responsibilities of the City Clerk under the direction of the City Administrator.
- Supervises the preparation of the City Council agenda, and completes the necessary arrangements for an effective meeting; follows-up on Council actions and necessary records.
- Serves as the City's Records Management Coordinator assuring effective records management in the City.
- Ensures publishing, posting and other legal notice requirements are met respecting City Council and City Administration business.
- Maintains records of appointments and terms of office for all Boards and Commissions of the City, and handles noticing of vacancies and recruitment.
- Assures the Municipal Code Book is updated on timely basis.
- Serves as Custodian for bonds, contracts, agreements and other legal documents.
- Accepts and records bids for major public works projects and purchases of equipment.
- Serves as filing officer for required financial disclosure statements.
- Serves as election official for municipal elections; assists candidates in meeting legal responsibilities before and after elections.
- Supervises the City Clerk-related work of the Deputy City Clerk(s).
- Assists in the development of goals and objectives, policies and priorities.
- Confers with members of the public, press and legislative bodies to explain city policies, procedures and positions on various issues.
- May perform legislative analysis and review.
- May serve on, and may chair, interdepartmental committees and task forces.

**SPECIAL REQUIREMENTS:** SPEAK CLEARLY AND UNDERSTANDABLY; STAMINA TO ATTEND AND PARTICIPATE IN EVENING MEETINGS AS ASSIGNED; VISION ADEQUATE TO QUICKLY AND ACCURATELY REVIEW REPORTS AND CORRESPONDENCE; ABILITY TO REPORT TO WORK AT ANY HOUR OF THE DAY OR NIGHT AS REQUIRED BY A DISASTER OR OTHER EMERGENCY SITUATIONS. DEXTERITY AND VISION TO EFFECTIVELY OPERATE A PERSONAL COMPUTER.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE OF:** PRINCIPLES OF ORGANIZATION; APPLICABLE LAWS PERTAINING TO LOCAL GOVERNMENT OPERATIONS. PROFICIENCY IN A VARIETY OF ANALYTIC SOFTWARE PROGRAMS DESIRABLE, E.G., WORD PROCESSING, SPREADSHEET, DATA BASE MANAGEMENT PROGRAMS.

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**Ability to:** Plan, coordinate, and analyze a variety of complex administrative issues and make sound policy and procedural recommendations; conduct research; prepare reports; evaluate and recommend changes to policies, programs, and practices; communicate clearly and concisely, both oral and in writing; establish and maintain effective work relationships with those contacted in the performance of duties; work effectively under deadlines.

**Education:** Graduation from an accredited four year college or university preferably with a degree in Public Administration or English is desired.

**Experience:** Considerable experience (three to four years) performing high level administrative assistant duties preferable in a municipal/City Clerk office setting. Some experience in supervising or administering administrative activity is desirable.

**License:** Must possess and maintain a valid CALIFORNIA Operator's license issued by the State Department of Motor Vehicles and a satisfactory driving record.

**Background:** Criminal and personal history background checks may be performed.