

**CITY OF MILLBRAE**  
**CLASSIFICATION SPECIFICATION**

**CITY CLERK**  
**April 2019**

**DEFINITION**

Under general supervision, performs a wide variety of administrative and analytical duties related to the City Clerk functions; acts as Clerk of the City Council and performs tasks assigned to the City Clerk as designated in the Municipal Code; serves as Election Official for the City; serves as Records Management Coordinator; serves as the City's Public Information Officer (PIO) and manages the agreement for City Communications Support.

**DISTINGUISHING CHARACTERISTICS**

The City Clerk performs a variety of highly specialized administrative duties. The incumbent performs as clerk to the City Council and is responsible for performing complex administrative support to City Council, City Manager's Office, and the Administration Office.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from the Administrative Services Director.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Plans, organizes, and coordinates specialized administrative activities for the City Council;
- 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;
- 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 election official for municipal elections; assists candidates in meeting legal responsibilities before and after elections;
- Serves as the City's Public Information Officer (PIO) and manages communications; and
- Performs related duties as assigned.

**JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Principles of the organization and functions of City government; applicable laws pertaining to local government operations; principles and practices of customer service and specialized administrative support; English usage, spelling, grammar, and punctuation and basic mathematical principles. Proficiency in a variety of analytic software programs desirable, e.g., word processing, spreadsheet, and data base management programs.

**Ability to:** Plan, coordinate, and analyze a variety of complex administrative issues and make sound policy and procedural recommendations; use good judgement in making decisions in conformance with laws, regulations, and policies; research, interpret, apply, and explain applicable laws, codes, policies and procedures, and rules and regulations; prepare clear, concise, and comprehensive reports; evaluate and recommend changes to policies, programs, and practices; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the performance of duties; work effectively under deadlines; handle sensitive and high profile duties while managing multiple priorities simultaneously.

## **EDUCATION AND TRAINING GUIDELINES**

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

**Education:** Graduation from an accredited four-year college or university with a degree in Public Administration, Business Administration, English, or related field.

**Experience:** Four (4) years of highly specialized responsible administrative experience, preferably in a municipal/City Clerk office setting.

**Licenses:** Possession of a valid California Class C driver's license. Ability to obtain a Certified Municipal Clerk (CMC) designation within three (3) years of hire.

## **SPECIAL REQUIREMENTS**

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in person and be clearly understood.