



City of Sebastopol

CITY CLERK

DEFINITION:

To plan, organize, direct, and review the activities of the City Clerk's Office including City Council agenda preparation, records management, and the conduct of municipal elections; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS:

The City Clerk is an "at will", single-position, executive management class responsible for the administration and daily operations of the City Clerk's Office, serving at the pleasure of the City Council and receiving direction from the City Council and City Manager. The position performs its duties with significant autonomy, authority, and the ability to make independent decisions.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the City Manager. May provide supervision to lower-level administrative staff.

Exercises direct supervision over assigned administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, plan, and implement the goals and objectives of the City Clerk's Office; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and City Manager; prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Direct and participate in the development and administration of the City Clerk's budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Serve as the City's official record keeper, direct the publication, filing, indexing, and safekeeping of all proceedings of the City Council and other City boards and commissions; direct the research,

coordination, and compilation of records in response to mandated and routine public and City staff inquiries.

- Attend City Council and related meetings; provide staff assistance to the City Council, including preparing, posting, distributing, recording, and transcribing agendas and public notices and minutes; administer or oversee the recording and broadcasting of the City Council and other Brown Act meetings; responsible for coordinating the City Council meeting venue(s).
- Follow up on Council actions; maintain the City's Municipal Code, attest documents, publish, and post ordinances and resolutions, execute legal contracts, oversee the recording of documents, and prepare follow-up correspondence.
- Plans, oversees, and coordinates the processing of subpoenas and summons against the City; delegates the gathering of necessary information; interacts with other City staff and the City Attorney regarding such actions.
- Serve as Chief Elections Official responsible for planning and directing municipal elections; ensure compliance with State Fair Political Practices Commission's disclosure and reporting requirements; provide candidate services and administer oaths of office to elected officials and City employees.
- Conduct Conflict of Interest, Brown Act, Ethics and Parliamentary Procedures, Board and Commission orientation, and other related training sessions.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the City Clerk's Office.
- Represent the City Clerk's Office to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles, practices and procedures of City Clerk functions and requirements and municipal government operations and organization.

- Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Plan, direct and control the administration and operations of the City Clerk's Office.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at a desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weights of up to 35 pounds.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Supervise, train, and evaluate personnel.
- Read, write, and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to the prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five years of progressively responsible administrative experience in a City Clerk's Office or similar clerk experience for a public body, attesting to documents, responsible for official records, and administering public meeting laws, including two years of functional or direct supervisory responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of certification as a California Municipal Clerk within thirty-six months of appointment. Maintenance of a current and valid CMC designation within six months and once acquired is a condition of continued employment.

Ability to obtain and possess a Public Notary designation within six months of hire.

Working Conditions:

Work is performed in a typical temperature-controlled office environment, subject to typical office noise and environment. Duties require work outside normal business hours, including evenings and weekends, as well as travel.