

**INFORMATION AND COMMUNICATION****CITY CLERK****DEFINITION**

Under direction, directs the activities of the office of the City Clerk; is custodian of the corporate seal, official records, books, and minutes of the City Council.

**DISTINGUISHING CHARACTERISTICS**

An employee in this class is responsible for conducting municipal and electoral business for consideration by the City Council. The City Clerk position differs from the position of Executive Secretary in the level of responsibility, independent judgment and public visibility as a municipal officer. Both may supervise a small clerical staff. The City Clerk is appointed by the City Manager.

**TYPICAL TASKS**

Attends meetings of the City Council and assumes final responsibility for the preparation and distribution of the Council agenda and the minutes of its proceedings; directs filing and maintenance of official City records; plans and supervises the conduct of regular and special municipal elections; validates official documents, receives sealed bids for the Council; oversees the publication of official notices and advertisements, and records various papers with the proper agencies; performs related work as required.

**EMPLOYMENT STANDARDS**

**Training & Experience** - Any combination of education and experience equivalent to graduation from an accredited business school or community college with major course work in public administration, office management, business administration, or a related field; and five years of progressively responsible office and clerical experience. Three years in local government administration. Accurate typing at a net of 60 words per minute and ability to transcribe minutes accurately is required.

**Knowledge & Abilities** - Thorough knowledge of the provisions of the Municipal Code; knowledge of the organization and functions of City government; knowledge of modern office procedures, practices, and equipment; ability to work cooperatively with the Council, City Manager, and other City officials; ability to establish and maintain effective relationships with public officials, employees, and the general public; ability to handle confidential matters judiciously.

**Licenses & Certificates** - Possession of a valid California vehicle operator's license.

**WORKING CONDITIONS**

Work is performed primarily in an office environment and in close proximity to other workers. Incumbent must be able to work long hours and attend night meetings after working a full day.

## FUNCTION

Under general supervision of the City Manager and as assigned; prepares agenda for meetings; composes agenda; represents the City Manager to other agencies regarding municipal assignments and performs related

## DISTINGUISHING CHARACTERISTICS

This technical position is assigned to the City Manager and as assigned to perform clerical and technical work, including correspondence, and accountability. Work involves government operations and compliance. Decisions are made in accordance with the instructions of the incumbent must often make decisions. Supervision is required observation of work in progress, and review of work and through the supervisor. Supervision over other employees differs from the Secretary II in original thinking required. The Administrative Secretary

## TYPICAL TASKS

Types, prepares, and distributes Council for Council and other agencies; handles various facets of City business; composes and types official instructions; composes and distributes copies of legal resolutions; transcribes minutes of meetings; types resolutions, contracts, formal ordinances; prepares transcriptions; makes reservations for City officials; in charge of control of supplies; assists City Clerk in requested; obtains information from City capacity for City Manager when requested; attends to administrative details; supervision and completed work of other employees; typing of other copies for records.

As Deputy City Clerk, performs clerical duties; signs payroll and commercial documents; various documents with the City Clerk.

## EMPLOYMENT NEEDS

### Training and

**INFORMATION AND COMMUNICATION****EXECUTIVE SECRETARY / CITY CLERK****DEFINITION**

Under general supervision, performs a variety of complex, confidential secretarial and sub-administrative duties; takes minutes and maintains records of meetings; composes agenda material for Council and other public body meetings; represents the City Manager when contacting the public, City departments, and other agencies regarding municipal matters; may act as Deputy City Clerk when assigned; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This technical position is a highly skilled class and reports directly to the City Manager and Assistant to the City Manager. An employee in this class is assigned complex and technical work requiring independent judgment, tact, diplomacy, and accountability. Work requires extensive knowledge of municipal government operations and comprehension of operating policy interpretations. Decisions are made in accordance with established precedents or policies, but the incumbent must often make rapid decisions taking the initiative without specific instructions. Supervision is received through personal conferences, general observation of work in progress, and the review of completed work and reports by a supervisor. Supervision over others is exercised through the assignment and review of work and through the establishment of office procedures. This position differs from the Secretary II in its level of responsibility, confidentiality, and original thinking required. The Executive Secretary position serves as the Administrative Secretary to the City Manager and the City Clerk.

**TYPICAL TASKS**

Types, prepares, and distributes agendas and other materials for the City Council for Council and other meetings; answers citizen inquiries regarding all facets of City business; composes and types correspondence from notes or oral instructions; composes and distributes public hearing notices and all other forms of legal publications; transcribes memos and correspondence; may attend staff meetings; types resolutions, contracts, formal reports, agreements, agendas, and ordinances; prepares transcriptions; makes appointments; arranges meetings and makes reservations for City officials; indexes and files correspondence; schedules meetings in City Hall; prepares requisitions, expense accounts, and maintains a control of supplies; assists City Clerk and Personnel Officer in their duties as requested; obtains information from other public agencies; acts in confidential capacity for City Manager when performing related secretarial office tasks; attends to administrative detail on special assignments; responsible for supervision and completed work of clerical positions within the department; checks typing of other employees for accuracy.

As Deputy City Clerk attends staff meetings; documents certifying authenticity; signs payroll and commercial warrants and other similar administrative duties; assists the City Clerk with the municipal elections and the filing of various documents with the Fair Political Practices Commission.

**EMPLOYMENT STANDARDS**

Training & Experience - Any combination of education and experience equiva-

lent to graduation from high school and at least four years' experience as a secretary with at least three years in a position similar in skill and responsibility, two years of which must have been in municipal government. Supervision experience preferred.

Knowledge & Abilities - Knowledge of modern office methods, procedures and equipment, particularly filing; knowledge of municipal legislative processes; knowledge of personnel recruitment, hiring, retention, disciplinary, and promotion processes; knowledge of all departmental operations; knowledge of excellent business correspondence, report writing, correct English usage, grammar, spelling, punctuation, and arithmetic calculations; ability to type accurately at 70 words per minute net; ability to handle confidential matters judiciously; ability to take and transcribe, accurately and with speed, letters and minutes from dictating machine or shorthand; ability to communicate politely, firmly, and effectively with the public; ability to compile, prepare, and submit reports; ability to work cooperatively with superiors, employees, and the public; ability to accurately proofread all material emanating from City Manager's office; ability to operate word processing equipment.

Licenses & Certificates - Possession of a valid California vehicle operator's license.

#### WORKING CONDITIONS

Work is performed primarily in an office environment and in close proximity to other workers. Incumbent must be able to work long hours and attend night meetings after working a full day.