



## JOB DESCRIPTION

### City Clerk

Date Prepared: September, 2017

**SUMMARY:** Under limited supervision, serves as the custodian of records for the City of Victorville; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Oversee the preparation and ensure the preservation of official City records including minutes, ordinances, resolutions, and contracts.
- Administer all aspects of the General Municipal Elections every two years for the election of City Council members and any other City measures submitted to the voters.
- Attend all meetings of the City Council; ensure all proceedings and actions are accurately recorded and prepared for public record.
- Oversee the preparation, distribution, and posting of all City Council agendas in accordance with the State of California Ralph M. Brown open meeting law.
- Oversee the distribution, completion, and filing of all conflict of interest and campaign finance reporting as required by the State of California Fair Political Practices Commission.
- Provide support to the Mayor and the City Council by maintaining master calendar, preparing correspondence, answering public inquiries, and preparing agenda staff reports.
- Provide oversight for the publication of all legal notices and advertisements as required by law for certain items submitted to the City Council for action.
- Ensure that the City Municipal Code is updated and distributed to all department heads and agencies that utilize the Code.
- Oversee the City Hall reception and switchboard operations; supervise the City receptionist and coordinate work schedules for switchboard relief staff.
- Supervise staff, set work priorities, provide training, conduct performance evaluations, and reward and/or discipline employees.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

Bachelor's degree in Public or Business Administration or a closely related field AND five years of experience within a City Manager/City Clerk Department AND two years of experience as a City Clerk or Deputy City Clerk; OR an equivalent combination of education, training, and experience.

**Knowledge of:**

- City municipal codes, policies, and procedures.
- State of California Ralph M. Brown Act.
- State of California Public Records Act.
- State of California Elections Code.
- State of California Government Code.
- State of California Political Reform Act.
- Principles and practices of effective employee supervision.
- Principles and practices of records management and reporting.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal codes, laws and regulations regarding public records administration or elections processes.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with Mayor, City Council, department heads, managers, supervisors, external public and private agencies and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Possession of a Municipal Clerk certification is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking, and carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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City Manager Approval

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Date

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Personnel Officer Approval

\_\_\_\_\_  
Date