



CITY OF ALBANY CITY CLERK

Under administrative direction, plans, organizes, and coordinates the activities of the City Clerk's Office; prepares agendas and consolidates supporting materials, records and documents actions of the City Council; maintains a variety of records and other information; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Council, general direction from the City Manager, and legal direction and guidance from the Bylaws of the State of California. Exercises indirect supervision over clerical staff.

Class Characteristics

The City Clerk is responsible for the management of a division that includes planning, organizing, and coordinating the activities of the City Clerk's Office. The incumbent performs overall administration and implementation of the division, including development, administration, and control of the associated budget. Specific areas of responsibility include serving as custodian of City records and public documents, the performance of statutory duties, and the preparation, posting, and maintenance of agendas, minutes, and records for the City Council. Incumbents require a high level of initiative, sound judgment, excellent communication, and strong management skills.

Examples of ESSENTIAL JOB FUNCTIONS (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.

- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; files all city records.
- Works with the Council, the City Manager, other City management staff, the public and others to plan and prepare Council agendas; receives and reviews agenda items to ensure all submittals are complete and in compliance with established procedures; oversees preparation and distribution of the agenda.
- Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings and preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- Prepares and distributes ordinances, resolutions and documents resulting from Council actions.
- Prepares and publishes legal notices and related documents.
- Conducts and organizes municipal elections.
- Serves as filing officer for campaign and financial disclosure statements.
- Researches and provides back-up materials for Council members on a variety of issues.
- Answers questions, provides forms, explains Council policies and procedures, and provides information to the public, City staff, and others.
- Promotes public awareness of the City's programs and services; assists in the development and dissemination of reports, manuals, newsletters, and other materials; assists the public and City staff by providing information and research assistance.

- Files ordinances and resolutions of the Council and oversees the codification of ordinances into the municipal code.
- Administers oath of office to public officials, appointed officials, and employees.
- Prepares and administers departmental budget; assures effective and efficient use of budgeted funds, materials, and time.
- Performs a wide variety of complex, responsible, and confidential duties for the City Council and City Manager.
- Serves as staff liaison for committees.
- Administers bid openings.
- Coordinates vacancy and appointment for advisory bodies and trainings.
- Researches, compiles, and analyzes data for special projects and various reports; responds to letters and correspondence.
- Exercises sound independent judgment within established guidelines; serves as a member of the City's Pension Board.

Other Duties:

- Attends seminars and workshops related to City Clerks' duties and responsibilities.
- Assists in the preparation of ordinances and resolutions as directed.
- Accepts claims for damages and other legal papers served on the City; acts as liaison between the City and third-party administrator.
- Processes worker's compensation claims; acts as liaison between the City and third-party administrator.
- May co-sign payroll and warrants; may transfer funds.
- Performs related duties as assigned.

Knowledge of:

- Applicable federal, state, and municipal laws and procedures, including election laws and procedures and political reform requirements.
- Standard procedures and rules for the conduct of meetings.
- Legal requirements for filing, publishing and processing of various Council matters.
- Principles and practices of records management techniques and procedures.
- English usage, spelling, grammar, and punctuation.
- Basic budgetary principles and practices.
- Basic report preparation and business letter writing.
- Principles and practices of supervision, management, program planning, and budget preparation.
- Good, sound judgment in all office procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Organize and maintain accurate and complex recordkeeping and indexing system.
- Research and organize materials for the Councils information and use.
- Process various applications, submittals, and documents in accordance with established codes and requirements.
- Interpret and apply legal requirements, and City and Council policies and procedures related to Council recordkeeping.

- Prepare clear, concise, and complete meeting minutes documentation and other reports and correspondence.
- Exercise sound independent judgement within established guidelines.
- Understand and carry out oral and written directions.
- Maintain confidential data and information for executive staff.
- Type and enter data at a speed necessary for successful job performance..
- Plan, develop, and coordinate Municipal Elections and serve as an Election Officer; assume responsibility and use objective judgment in matters of administrative procedure and regulations interpretation; deal effectively with a wide variety of citizens, members of boards, committees, and commissions, and governmental representatives.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, political science, or a related field. Two years of public management experience, including experience in secretarial, office administration, records management, elections management, and interpretation of governmental ordinances and codes.

Licenses and Certifications

Valid California Driver's License.

Possession of a Notary Public certification is desirable.

Possession of a Municipal Clerk certificate is desirable.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, 10-key calculator, phone, and copy and fax machine; to operate a motor vehicle and to visit various City and meeting sites; close and distant vision to read printed materials and a computer screen and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Employees are frequently required to sit and talk or hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to occasionally lift and/or move up to 25 pounds with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification must be bondable; must be available to work evenings and weekends, as needed.