

CITY OF WILLOWS

CITY CLERK/ASSISTANT TO THE CITY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the direction of the City Manager, the City Clerk/Assistant to the City Manager is a key mid-management position in the City of Willows responsible for all functions of the City Clerk's Office including, but not limited to, maintaining the City's legislative history; administering and supervising municipal elections; ensuring legislative compliance; and administering the City's record management program. The City Clerk is also responsible for facilitating the work of the City Council by attending all City Council meetings and recording and maintaining a full and true record of their proceedings, maintaining ordinance and resolution books, and keeping the public informed of all City Council actions. In addition, the City Clerk provides administrative support and assistance to the City Manager.

SUPERVISION RECEIVED/EXERCISED:

Appointed by and receives supervision and direction from the City Manager.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

As defined under the Americans with Disabilities Act, essential functions 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:

Plans and manages the activities generally associated with a City Clerk's Office including performing technical, legally required and administrative duties involved in the management and preservation of official City public documents and records, coordinating responses to Public Records Act requests, and providing public services as requested of the office.

- Provides confidential and specialized administrative support and special research functions for the City Manager.
- In coordination with executive staff, reviews and approves the meeting agendas, staff reports, ordinances, resolutions and agreements, supporting reports and documents for all City Council meetings, and ensures the proper internal approvals and distribution.
- Coordinates with the City Manager, City Attorney, and all Department and Division heads as necessary in the preparation of Council agendas, staff reports, ordinances, resolutions and agenda packets.

City Clerk/Assistant to the City Manager

Page 2

- Manages the technical preparation, recording and transcribing of special and regular meetings and public hearings of the City Council.
- Attends all City Council meetings and prepares official minutes of the meetings. Establishes and maintains all permanent records of the actions taken by the City Council as required by City Code, policy and/or by state law, and informs the public on actions approved by the City's governing body.
- Provides advice to City Council, and board and commission staff liaisons on parliamentary procedures, compliance with Ralph M. Brown Act, and agenda and minutes preparation and posting.
- Maintains and ensures compliance of the City's Conflict of Interest Code and Fair Political Practices Commission.
- Serves as custodian of the City seal, bonds, contracts, deeds of conveyance, and other legal documents. Retains seal of Notary Public and notarizes legal documents for all departments of the City.
- Assures the proper processing, recording when necessary, and filing of all official documents and records of the City. Maintains secure files of all original ordinances and resolutions passed by the City Council.
- Tracks and oversees the appointment process of City Council-appointed boards and commissions.
- Serves as the Clerk of and provides administrative support to City commissions and boards, responsible for preparing and posting all commission meeting agendas, resolutions, and minutes. Maintains all official records of the Council, Commissions and Boards.
- Maintains and preserves official City documents, including resolutions, ordinances, Municipal Code and City policies, ensuring they are properly posted and updated.
- Participates in the conduct of all municipal elections. Sets and publishes, as required by code and state law, all ballot information, requirements for Council candidates, and ballot questions or referendum/initiative petition questions. Ensures compliance with the campaign provisions of the Political Reform Act.
- Keeps abreast and informed of developments and improved techniques in his/her field and adopts those which will contribute significantly to better department performance.
- Accepts service of claims and other legal documents, and accepts filing of contracts, bids, proposals and requests for information.
- Certifies copies of official records.
- Assures all appropriate materials are posted on the City's website in a timely manner.
- Administers oaths and affirmations, including those of the City Council.
- Provides customer service back up assistance, including answering City Hall phones and serving customers at the counter.
- Maintain consistent attendance and punctuality.

NOTE: Because the City of Willows has very limited staffing and the -City Clerk-Assistant to the City Manager is a staff of one, it is imperative that the City Clerk-Assistant to the City Manager be in attendance during office days and hours so that services can be provided to the public, the City Council, City Manager and department heads.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Requires vision (which may be corrected) sufficiently acute to read small print; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required; requires attendance at evening meetings; performs work which is primarily sedentary; required to work at a video display terminal for prolonged periods; subject to office environmental conditions; may be required to use personal vehicle in the course of employment; may be required to travel within and out of City boundaries occasionally to attend meetings, trainings, conferences, etc.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: An Associates' Degree from an accredited college public or business administration or a related field and/or a minimum of five years of increasingly responsible experience performing complex administrative duties in a City Clerk's office, or equivalent experience in a similar government agency.

License/Certificate:

- Possession of, or ability to obtain, a valid California driver's license.
- Possession of, or ability to obtain, Notary Public.
- Possession of, or ability to obtain (within three years of appointment), a Certified Municipal Clerk (CMC) designation.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of and/or Ability to Learn:

Principles of records management, retention and destruction; office practices and procedures; Federal and state laws and statutes governing municipal operations and open meetings including, but not limited to, the Ralph M. Brown Act, California Fair Political Practices Commission regulations, California Public Records Act, California Elections Code, Voting Rights Act, Meyers-Milias-Brown Act; Fair Political Practices Commission (FPPC) filing requirements; Parliamentary Procedure; City Municipal codes, ordinances and resolutions.

Ability to:

Work independently, maintain composure and confidentiality, work effectively in an environment with changing priorities; able to effectively balance competing needs and demands of City Manager, City Attorney, Department Heads, press and public; develop, implement, administer, and maintain administrative policies, procedures, programs and regulations; Serve as a historical and legislative resource for the City Council, City Manager, City staff, and the public; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with City Council, City Manager, City staff, and boards and commissions; provide effective customer service.

Skill to:

Interpret and apply policies, laws, and regulations; keep abreast of current developments in Elections Law, the Government Code, City regulations and FPPC requirements; investigate, analyze and resolve complicated and sensitive issues and complaints; effectively review and revise reports and resolutions prepared by others; prepare and present clear and concise oral and written reports and recommendations; use currently available technology and applications to accomplish the tasks the City Clerk/Assistant to the City Manager is responsible.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the City Clerk/Assistant to the City Manager position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date