

# CITY OF SAN JUAN CAPISTRANO

## CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To direct, manage, supervise and coordinate the programs and activities of the City Clerk's Office including serving as legislative administrator to the City Council and Secretary to the Redevelopment Agency; to serve as local elections official and filing officer for divisions of the Secretary of State's office and administrator of the appointment process and training for the City Council's commissions; to maintain custody of official records and to serve as the administrator of the City-wide records program; and to keep an accurate record of all proceedings of the City Council, and Redevelopment Agency.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Council.

Exercises direct supervision over technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS** *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assumes management responsibility for all services and activities of the City Clerk's Office including maintaining custody of official records and archives of the City; and during emergencies acts as the City's Public Information Officer.
2. Administers and coordinates City-wide digital records management program; develops and implements City-wide records management procedures; coordinates interdepartmental response to complex public records requests; ensures compliance with appropriate guidelines for records retention and disposition.
3. Plans and coordinates all local election processes including general and special elections, referendums, recalls, and initiative processes; and provides polling services to the Registrar of Voters; coordinates timely filing of required conflict of interest statements and campaign finance statements; updates bi-annual conflict of interest code; prepares appropriate resolutions and ordinances for Council adoption; prepares candidate handbooks and all forms necessary for candidates to run for office; researches election laws.
4. Provides legislation administration including interdepartmental coordination of legislation for appropriate approvals; tracks, processes, distributes, troubleshoots, certifies, and prepares documents and correspondence; attends Council meetings.
5. Coordinates receipt of appropriate bonding and insurance, release of bonds; issues public notices concerning public hearings, legal notices, bid advertising, and other notices; tracks affidavits; coordinates update of municipal code including posting, publishing, and distribution of documents.

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6. Coordinates interdepartmental development of the City Council, Community Redevelopment Agency, and Public Financing Authority agendas; prepares, circulates, and reviews draft agenda reports; attends weekly agenda review meetings; approves final agenda reports; troubleshoots problems and missing documents; coordinates approvals with Assistant City Manager and City Manager; and directs staff on posting and distributing final documents and website postings.
7. Coordinates City Council appointments to outside agencies, City commissions, and committees; notifies Council of vacancies; notifies outside agencies of appointments; writes ordinances; tracks ethics training; administers oaths; and prepares notices.
8. Manages and participates in the development and implementation of goals, objectives, policies and priorities for the City Clerk's office; recommends and administers policies and procedures.
9. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within City policy, appropriate service and staffing levels.
10. Plans, directs, coordinates and reviews the work plan for the City Clerk's Office; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
11. Selects, trains, motivates and evaluates City Clerk's Office personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Oversees and participates in the development and administration of the City Clerk's Office budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
13. Receives and files claims, subpoenas and summons; prepares and certifies information and/or provides disposition.
14. Coordinates bid process; issues plans and maintains plan holder lists; opens and processes bids; ensures compliance with established guidelines.
15. Confers with the media; provides information and answers questions.
16. Provides responsible staff assistance to the City Council.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services and activities of a City Clerk's Office.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Election laws, codes and procedures.
- Political reform requirements.
- Business English, spelling and arithmetic.
- Modern office procedures, methods and computer equipment.

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- Principles and practices of records management including records retention laws.
- Pertinent Federal, State and local laws, codes and regulations.

**Skill in:**

- Managing, directing and coordinating the work of lower level staff.
- Selecting, supervising, training and evaluate staff.
- Overseeing and directing the operations, services and activities of the City Clerk's Office.
- Developing and administering an efficient records management system.
- Complying with all posting and publication guidelines.
- Coordinating municipal elections.
- Developing and administering program goals, objectives and procedures.
- Preparing and administering large and complex budgets.
- Preparing clear and concise administrative and financial reports.
- Interpreting and apply Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Experience:**

Five years of administrative experience in a City Clerk's office as a Deputy City Clerk.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration or a related field.

**Licenses or Certifications:**

A Certified Municipal Clerk (CMC) Certification is highly desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential functions require maintaining a physical condition necessary for sitting for prolonged periods of times; visual acuity for reading various City documents.