Date Adopted: 6/13/06

CITY OF GLENDORA 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

Under general direction, performs responsible administrative work in directing the activities of the office of the City Clerk which are specified generally in the State of California Government Codes and in ordinances adopted by the City Council; performs related duties as assigned.

CLASS CHARACTERISTICS

Work includes serving as custodian of the corporate seal and of the official records, books and minutes of the City Council and the Glendora Community Redevelopment Agency. The incumbent has responsibility for planning and directing the conduct of municipal elections and facilitating Voter registration. Duties include planning, assigning, training and supervising clerical assistants engaged in performing the functions of the City Clerk's Office including staffing and directing the mail and printing room operations. Work is performed under the general direction of the City Manager in accordance with controlling California Elections and Government Code provisions, City ordinances and general law.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. As secretary to the City Council and the Redevelopment Agency, attends all City Council meetings and timely prepares permanent minutes of the meetings; as directed by the City Manager, prepares agendas and agenda packets for City Council and Redevelopment Agency meetings; posts agendas as required by the Brown Act. (a b c d h j k m o p q)
- 2. Administers Oaths and Affirmations; serves as Custodian of the City Seal. (a b c j r)
- 3. Plans and supervises the retention, maintenance, distribution and filing of records and documents related to transactions of the City/CRA and its employees including Ordinances, Resolutions, Deeds, Contracts, Agreements and other documents, notices, minutes, reports and annexation related papers. (a b c d e g h j k m o p q)
- 4. Supervises and conducts municipal elections; receives petitions relating to initiative, referendum, or recall; supervises and participates in the registration of eligible voters and the certification of election results and of elected Council Members. (a b c d e f g h j k l m o p)

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5. Certifies official documents; oversees the publication of certain official notices and advertisements; records various documents with State, Federal and County governments. (a d e g h j k m o p q)

- 6. Attests to the authenticity of Officials signatures and is a Notary Public. (a i)
- 7. Receives and opens sealed bids and processes construction and other City and CRA contracts. (a b c d e j k l m o p q)
- 8. Maintains and updates the Glendora municipal code. (a d j k p q)
- 9. Serves as filing officer for the Political Reform Act of 1974 regulations including campaign disclosure forms and Statements of Economic Interest; bi-annually submit Conflict of Interest Code for Council approval. (a b c d e f h j k l o p)
- 10. Frequently responds to public inquiries related to City Council action, municipal procedures and laws. (a b c h j l)
- 11. Maintains a current Legislative History Index of City Council and CRA actions. (a d j k m p q)
- 12. Maintains appointive list for boards and commissions as required under Maddy Appointive List Act. (a b d h j k m o p q)
- 13. Processes requests for records as required under the California Public Records Act. (a b d h j k l o)
- 14. Submits departmental budget to the City Manager for inclusion in the City's annual budget. (a d g j k)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Enforce municipal laws and procedures.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Plan, direct, and coordinate the activities of the Office of the City Clerk.
- e. Select, train, supervise and evaluate employees.
- f. Implement election laws and political reform requirements.
- g. Make decisions regarding operational and personnel functions.

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h. Provide information and organize materials in conformance with policies and regulations.

- i. Act as a Notary Public.
- j. Understand, explain and apply policies and procedures.
- k. Maintain complex records, summarize written material, and interpret a variety of documents, contracts and ordinances.
- I. Meet the public, understand their questions and respond effectively.
- m. Type at a speed necessary for adequate job performance.
- n. Take dictation at a rate necessary for adequate job performance.
- o. Perform varied and difficult office and clerical work requiring independent judgment.
- p. Operate a computer and a variety of software programs.
- q. Edit documents for inconsistencies in spelling, punctuation, and grammar.
- r. Administer oaths.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree in business administration, public administration, political science, or a related field and considerable progressively responsible experience in office management including some supervisory experience. (Five years of recent experience as a Deputy City Clerk, Assistant City Clerk or City Clerk may be substituted for the college degree.)

Knowledge and Skill Levels

Thorough knowledge of the provisions of the State of California Government Code and City Ordinances; organization and functions of city government. Considerable knowledge of modern office procedures, practices and equipment; supervision. Skill in the use of Microsoft Word or Displaywrite 36; operate word processing equipment at 60 wpm.

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Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Appointment as a Notary Public.

Certification as a Certified Municipal Clerk is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

<u>Environment:</u> Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006