



City of Newark, California

Class Code: 042
WP Code: N:CTYCLERK
Established: _____
Revised: 2/24/00
EEO Code: PROFESSIONAL

CLASS SPECIFICATION

CITY CLERK

POSITION DESCRIPTION

Nature of Work: Under direction prepares and maintains the agenda and minutes for the City Council meetings; maintains official City records; acts as Filing Officer/Official for Fair Political Practices Commission; maintains City ordinances and codes; conducts municipal elections; administers the City's Records Management Program; performs special assignments from the City Council, City Manager and Assistant City Manager; supervises administrative and clerical staff; and performs related work as assigned.

Class Characteristics: This single position class requires a thorough knowledge of municipal organization and operations and the exercise of mature judgment. This class provides services to the Mayor and City Council and performs functions required of a City Clerk by State law. In addition, this class performs a variety of administrative work for the City Manager and Assistant City Manager.

Essential Duties: Provides high level customer service to the Mayor and City Council members, City staff, and the community; prepares agenda for City Council meetings and reads and edits staff reports from other departments; writes staff reports and prepares resolutions, ordinances, and exhibits for City Council agendas; maintains record of all proceedings of City Council; initiates actions required as follow up after City Council meetings, including acknowledging communications, publishing and mailing notices, and recording documents; publishes ordinances, resolutions and notices of public hearings; keeps records of all written contracts, official bonds, and annexation material; administers the City's Conflict of Interest Code; administers the City's Records Management Program, which includes tasks such as document imaging, records retention, records destruction, indexing of all City Council actions, and indexing all City contracts; responds to requests for City records covered under the Public Records Act; maintains the Newark Municipal Code, initiating and coordinating updates, codification, and supplementation of the Code; coordinates the City's Administrative Regulations; maintains electronic annotated California Codes and Citylink 2000 legislation; maintains custody of the City seal; administers oaths of office and certifies copies of official records; plans and directs the conduct of municipal elections and serves as liaison to the Alameda County Registrar; administers requirements of Political Reform Act and regulations of Fair Political Practices Commission; directs, supervises, and coaches City Manager's Office staff, ensuring that staff is provided with the skills, resources, and technology necessary to provide outstanding customer service; receives and opens bids for City projects and purchases; receives and processes liability claims filed against the City; develops and administers City Clerk and City Council budgets and assists with the budgets for City Manager and City Attorney; performs special studies and prepares reports; serves as facilitator and as a member of various City committees; supervises and coordinates activities of the administrative and clerical staff for City Council and City Manager; writes City's Employee Newsletter; may conduct or coordinate City training programs; and performs related work as required.

CITY CLERK

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of:

Federal, state, and municipal laws and procedures relating to the maintenance of municipal records.

Records management principles and systems as they relate to municipalities.

California Election law and procedures.

Reporting requirement of the Political Reform Act of 1979 as amended.

Brown Act.

Current administrative, budget, and personnel practices.

Modern office practices, procedures, and equipment including personal computers and applicable software.

Sentence structure, grammar, clear writing and organization for report writing.

Bidding process and process for filing claims against the City.

Basic principles and techniques of supervision.

Ability or Skill to:

Work in an ethical, tactful, and courteous manner with elected officials, City staff, private entities, citizen groups, other agencies, and the general public.

Prepare City Council agenda and accurate meeting minutes in a timely fashion.

Analyze, interpret and apply various federal, state and local laws and comprehend legal and technical language material.

Plan, organize, supervise and review the work of the City Clerk's office and assigned administrative and clerical personnel.

Communicate clearly and concisely in written or oral form.

Write reports, resolutions, ordinances and exhibits, and edit written documents.

Operate a personal computer and applicable software.

Administer budgets.

Experience and Education: Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelors Degree in Public Administration, Business Administration, Public Policy, Industrial Relations, Psychology or a closely related field supplemented by three years experience in relevant and complex administrative work typically associated with City Clerk duties including supervisory responsibilities.

Special Requirements: Must possess a valid California driver's license and have a satisfactory driving record. Certification as a Certified Municipal Clerk (CMC) is highly desirable. Must be able to attend night meetings on a regular basis.

Probationary Period: 12 Months

FLSA: Exempt