

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: City Clerk	Department: Administration	
Reports to: City Manager	FLSA Classification: Elected	
Career Ladder:	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is under policy direction of the City Council, plans, organizes, coordinates, and directs the operations and activities of the City Clerk’s Department. serves as Clerk of the City Council and Secretary of the Housing Authority; Redevelopment Agency, Wasco Public Finance Authority as well as custodian of the City seal, signs all documents that constitute obligations of the City; administers municipal elections; directs the City’s Records Management System; provides policy guidance and expert professional assistance to other City departments in areas of responsibility

CLASS CHARACTERISTICS:

This position is established by and reports directly to the Citizens of Wasco. The incumbent is expected to initiate, develop, and implement policies and procedures to execute the laws, resolutions, and City Council Minute orders for which the position is responsible. The position differs from most other positions in that the incumbent is appointed by, and serves at the pleasure of, the City Council and receives administrative direction from the Council. City ordinances and laws of the State of California prescribe many City Clerk functions and activities

ESSENTIAL RESPONSIBILITIES:

Plans, organizes, coordinates, and directs the work of the City Clerk’s department; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; develops and administers the department’s budget

Works closely with the City Manager, City Council, City Attorney, department managers, and other public and private entities in providing expert professional information and services

Analyzes, enforces, and administers regulations pertaining to public meetings and public records, municipal elections, campaign financing, and conflict of interest documents

Attends City Council and other commission meetings and is responsible for the documentation, maintenance, and dissemination of Council/commission actions including minutes, ordinances, resolutions, and contracts as applicable

Manages the receipt and processes initiative petitions, recalls, and referenda; directs Citywide conflict of interest and campaign financing programs and serves as filing officer for campaign disclosure statements

and statements of economic interest

Plans, organizes, and directs the conduct of municipal elections in accordance with state and local election and campaign financing laws; tabulates and certifies the election results.

Directs the administration of the City's manual and electronic Records Management Program, providing leadership and direction in developing and implementing new computer software programs on a Citywide basis; directs the maintenance of official City documents, records, and archival records.

Directs the adjustment of the Council district boundaries after each decennial census and after annexations

Prepares a variety of reports and shares signatory power for City contract administration and memoranda for submission to the City Manager, City Council, and other agencies

Develops and administers the departmental annual budget

Represents the City in meetings with representatives of governmental agencies, business, professional and community agencies, and the public

Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements

MINIMUM QUALIFICATIONS:

Knowledge of –Principles and practices of modern municipal management and administration, including the structure and organization in a Mayor-Council/City Manager form of government; Principles and practices of electronic and manual records and archival management and systems analysis and implementation; Government codes pertaining to records management, the conduct of municipal elections, the Brown Act, the Maddy Act, the Public Records Act, and parliamentary procedure; Administrative principles and methods, including goal setting, program development and implementation, budgeting, staffing, and work standards development; Principles and practices of effective employee supervision and department-level management; Principles and practices of contract development, administration, and evaluation; Modern computer user applications, including word processing, microcomputer, and mainframe computer applications

Skilled in -. Planning, organizing, directing, and supervising departmental staff and activities; Selecting, motivating, and evaluating staff and providing for their training and professional development; Analyzing and interpreting complex legal documents and contracts and administrative procedures and regulations; Comprehending complex laws and regulations and initiating policies and procedures for their implementation; Preparing clear, concise, and complete general meeting minutes, documentation, and other reports and correspondence; Planning, organizing, and coordinating effective municipal elections; Presenting ideas effectively orally and in writing; Exercising sound, independent judgment within general policy guidelines; Establishing and maintaining cooperative working relationships with elected officials, City administration, other employees, and the general public

Ability to - Direct, evaluate and supervise the work of assigned personnel. Communicate effectively in written and oral form. Follow oral and written directions. Develop and maintain effective working relationships

Licenses and Certificates –. possess a Certified Municipal Clerk Certificate. Possession of or ability to obtain a valid California Driver’s License may be required

Physical Abilities and Work Environment – Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Familiarity with the full range of City Clerk functions.

Education - Graduation from High School or GED required.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date