



## **City of Laguna Niguel Job Description**

### **CITY CLERK**

Executive and Management Group

FLSA: Exempt

### **DEFINITION**

Plan, direct, and implement the activities and operations of the City Clerk's Office; perform a variety of responsible administrative tasks related to the management of the City Clerk's Office.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Deputy City Manager.

Exercises direct supervision over City Clerk office staff.

### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Serve as Clerk to the City Council; attend City Council meetings and study sessions; record all official proceedings; supervise the preparation of agendas, minutes, and other documents; direct the publication, filing, indexing, and recording of official City documents.
- ◆ Manage and participate in the development and implementation of goals and objectives, policies, and priorities for the City Clerk's Office; recommend and administer policies and procedures.
- ◆ Coordinate City record management procedures and retention program.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships.
- ◆ Develop and administer the City Clerk's Office budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- ◆ Plan and conduct periodic City elections in accordance with Federal regulations, State statutes, and City codes; administer City oaths of office.
- ◆ Post advertisements of official meetings and public hearings, meeting agendas, and other documents of public interest.
- ◆ Coordinate office activities with those of other departments and outside agencies and organizations; provide staff assistance to City Manager, Deputy City Manager and City Council including research on a variety of topics; prepare and present staff reports and other related correspondence.
- ◆ Select, train, motivate, and evaluate City Clerk's Office staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints; assist the public and City staff by providing information and research assistance.

- ◆ Serve as the City's official filing and financial disclosure officer.
- ◆ Receive and conduct official openings of City bids presented by outside contractors.
- ◆ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of record management.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Organization and functions of local government and municipalities.
- ◆ Operational characteristics and activities of a municipal clerk and records management program.
- ◆ Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations, including those related to municipal elections, records management and storage, public records requests, agenda posting, and campaign contribution and expenditure reporting.
- ◆ Political reform requirements.
- ◆ Principles of supervision, training, and performance evaluation.
- ◆ Principles and practices of budget preparation and administration.
- ◆ Modern office methods, procedures, and computer equipment.

### **Ability to:**

- ◆ Select, supervise, train, and evaluate assigned staff.
- ◆ Manage, direct, and coordinate the work of assigned staff.
- ◆ Provide information and organize material in compliance with laws, regulations, and policies.
- ◆ Direct the retention and destruction of official records in accordance with applicable laws and regulations.
- ◆ Administer provisions of City ordinances and State and Federal regulations as they relate to the City Clerk's functions.
- ◆ Prepare and administer a department budget.
- ◆ Recommend and implement goals, objectives, and practices for providing effective and efficient services in the City Clerk's Office.
- ◆ Prepare clear and concise administrative reports.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships with those contacted in the course of work, including City and other government officials, community groups, the general public, and media representatives.

### **Experience and Training:**

*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:*

Five years of increasingly responsible administrative experience in a City Clerk's operation, including three years of administrative and supervisory responsibility.

Prior administrative experience as a Deputy or Assistant City Clerk is highly desirable.

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

### **Licenses:**

Possession of Certified Municipal Clerk Certificate upon employment is highly desirable.

Possession of Master Municipal Clerk Certification upon employment or within two years is highly desirable.

Possession of a valid State of California Notary Public Commission is highly desirable.

Possession of, or ability to obtain, a valid California Driver's License.

### **PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.