



**REVISED SEPTEMBER 2023**  
**FLSA: EXEMPT**

## **CITY CLERK**

### **DEFINITION**

As an officer of the City of Piedmont, is appointed by the City Council. Under administrative direction of the City Administrator, plans, organizes and provides direction and oversight to and personally performs professional level work in support of all City Clerk functions and activities, including preparation of City Council agendas minutes, actions, ordinances, and resolutions; maintaining official documents and records, election management, and legislative functions; maintains City Charter, ordinances, and codes; acts as liaison for the City with a variety of private, public, community organizations, and citizens; manages the effective use of resources to improve organizational productivity and customer service; providing complex and responsible support to executive management in areas of expertise; collects business license taxes; processes claims against the City and coordinates risk management functions with a third-party administrator; coordinates the City's information services functions including the City's website; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

The City Clerk administers a variety of programs through City staff and contracted arrangements and provides support services to the City Administrator, the City Council, and other appointed officials. Responsibilities include performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities. The incumbent is responsible for budget administration, program evaluation, recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards. The incumbent serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF DUTIES (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration and oversight of the budget for the City Clerk; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Provides for the selection, training, and work evaluation of staff; authorizes discipline as required; provides policy and procedural guidance to staff.
- Plans, organizes, manages, and conducts municipal elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; coordinates, receives, and certifies sufficiency/insufficiency of ballot measures, initiative petitions, arguments, rebuttals, referendums, recalls, and impartial analyses; prepares municipal legislation as required; prepares candidate notebooks and provides necessary information to candidates, committees, and the public; serves as filing officer for the Fair Political Practices Commission for

campaign disclosure filings; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.

- Serves as the official record keeper for the City, supervising the preparation and posting of agendas, minutes, ordinances and the City Code and ensuring compliance with all state and federal regulations; maintains historic information regarding the City in an automated archive and provides information to the general public.
- Oversees the operations of the citywide records management program, document imaging system and records preservation and destruction functions; sets and ensures legally compliant retention schedules for City records; develops and updates retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes and files all legislative actions; and prepares certified copies of City documents.
- Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.
- Oversees the collection of business license taxes and the issuance of business licenses.
- Administers the public hearing process for the City Council; supervises the coordination of public hearing materials and public notices of hearings in accordance with various government code requirements and legal deadlines; conducts workshops and training sessions; and responds to a variety of inquiries.
- Maintains online information, including posting of agendas, minutes, various reports and general information related to City functions.
- Accepts and processes claims against the City and works with City management staff and the third-party administrator to control risk exposure.
- Prepares and directs the preparation of a variety of clear and concise reports, correspondence, ordinances and other written materials.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.
- Serves as Filing Officer for the Political Reform Act; manages the City's disclosure requirements for designated employees, including composing and presenting legislation; ensures all candidates, political committees, elected officials, appointed officers, and designated employees file timely and complete campaign disclosure forms; distributes forms and notifications; conducts required audits; advises candidates and committees on filing requirements; ensures campaign contribution limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
- Maintains custody of the City Seal, ensuring authentication of only approved documents.
- Administers and manages a variety of functions in the City Clerk's Office; processes, files, records, and countersigns various documents and records; attests all official documents of the City; receives and distributes all subpoenas and claims and prepares for State filings.
- Manages and coordinates the codification and distribution of revisions to the Municipal Code and City Charter.
- Represents the City Clerk's Office to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government; researches emerging products and enhancements and their applicability to City needs.

- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the City Clerk function with other City departments, other agencies, civic groups, and the public.
- Performs required duties under the City's disaster response plan.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff.
- Principles and practices of budget development, administration and accountability.
- Principles, practices and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- Functions, authority, responsibilities and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention and disclosure.
- Standard office practices and procedures, including the operation of standard office equipment.
- Computer applications related to the work and to the implementation of a City-wide information systems program.
- Applicable laws, codes and regulations.
- Effective communication techniques and best practices for interactions in person, and by telephone.

### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating staff and activities of the City Clerk office.
- Meeting all legal requirements of the function in a timely and effective manner.
- Coordinating municipal elections within legal guidelines.
- Overseeing and coordinating maintenance of the official records of the City.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Scheduling, assigning, supervising, reviewing and evaluating the work of staff.
- Selecting, training and motivating staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the office.
- Negotiating and administering professional service contracts.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Demonstrating sensitivity, awareness and appreciation for diversity, equity and inclusion.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

## **EDUCATION AND EXPERIENCE:**

- Equivalent to possession of a Bachelor's degree from an accredited college or university with major coursework in public administration, public policy or a closely related field and four years of office administrative experience which has included records management and the interpretation of laws and

ordinances. Experience as outlined above may be substituted for the education on a year for year basis to a maximum of two years.

- Previous lead or supervisory experience, experience in a public agency setting and experience in implementing information and/or records management systems is highly desirable.

**License:**

- Possession of a Certified Municipal Clerk (CMC) with the International Institute of Municipal Clerks is highly desired or attainable within first twelve months of employment.
- Possession and maintenance of Notary Public is desired.
- May require a valid California class C driver's license and a satisfactory driving record.

**Working Conditions:**

Must be available to attend off-hours meetings.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to use standard office equipment, including a computer, and to travel to various sites throughout the City; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.