

City of Capitola

CITY CLERK

GENERAL PURPOSE

Performs the statutory duties of the City Clerk; plans, organizes and directs all activities of the City Clerk's Office. Serves as Clerk of the City Council, Secretary of the Redevelopment Agency, and secretary of other applicable City-affiliated entities. Maintains official City records, administers and conducts City elections, and provides information and service to the public.

SUPERVISION RECEIVED

Works under general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over clerical and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Participate in the preparation of the City Council/ Redevelopment Agency agendas and supporting materials; record Council/Redevelopment Agency proceedings and actions and prepare minutes; prepare legal notices for public hearings; coordinate noticing of all meetings.

Serve as secretary to the City Council/Redevelopment Agency regarding agendas and minutes; follow-up for items dealt with by the City Council/Redevelopment Agency; notice of regular and special meetings and public hearings; receipt of appeals; and maintenance of files.

Maintain an accurate record of City Council/Redevelopment Agency public proceedings and a comprehensive general index thereto.

Prepare official minute orders of City Council/Redevelopment Agency public proceedings when requested to do so.

Responsible for the care and custody of official city documents and records; analyze, develop, revise and establish record keeping procedures according to legal requirements.

Maintain an up-to-date Municipal Code, insuring that ordinances are codified and indexed properly; coordinate printing and distribution of codifications as received.

Attest, publish, index, distribute and file all ordinances and resolutions.

Administer oaths and affirmations.

Conduct all regular and special elections and annexation proceedings as required by law according to the State Elections Code.

Accept and certify petitions, council nomination papers and other official documents.

Act as filing officer for the Fair Political Practices Commission, seeing that public officials file appropriate Statements of Economic Interest and Campaign Statements as are required by law.

Maintain records on appointments and terms of office for City boards and commissions.

Research and certify information and documents for court actions, attorneys, other government agencies and the public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Completion of an Associate of Arts degree including or supplemented by college level courses in business administration or a related field (including Continuing Education for Public Officials), and

(B) Five (5) years of experience in difficult clerical and office work which has included public contact and record keeping or records management, or

(C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of legal requirements, procedures and policies of the office of City Clerk; general municipal organization and administration; legal documents and contracts; modern principles and practices of office management, record keeping, and central filing systems; election codes and administration, including conflict of interest requirements; laws and procedures affecting public access to information; business vocabulary, grammar, spelling and punctuation; and word processing programs.

(B) Skill in operation of listed tools and equipment;

(C) Ability to plan, organize, direct and coordinate the functions and activities of the City Clerk's office; interpret, explain, and work in accordance with a wide variety of codes, laws and ordinances; maintain effective centralized record keeping and filing systems; administer all special and general municipal elections; attend and accurately record the minutes of all City Council/Redevelopment Agency/Capitola Financing Authority meetings; insure proper notification and public dissemination of information concerning official City actions; prepare accurate, comprehensive and concise reports; effectively represent the City Clerk's functions and City policies with individuals, organizations, representatives of the media, legal officials and representatives and other government organizations; establish and maintain cooperative working relationships; and basic principles of supervision and training.

SPECIAL REQUIREMENTS

Possession at time of hire and continued maintenance of a valid California Driver's License and safe driving record; and Notary Public Commission within six months.

TOOLS AND EQUIPMENT USED

Personal computer; computer network workstation; telephone; copy machine; fax machine; Microsoft Office Software Programs (particularly Word, Excel, PowerPoint, Outlook, ADOBE, etc.)

PHYSICAL DEMANDS

The physical demands described here 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 functions.

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

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.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Effective Date: 6/95
Revised: 9/11