City Clerk

Bargaining Unit: Unrep - Department Heads

CITY OF STOCKTON
Revision Date: Nov 13, 2018

Class Code: 01175

SALARY RANGE

$12,274.43 Monthly
$147,293.17 Annually

FLSA:
Exempt

DEFINITION:

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 to the Successor Agency to the Redevelopment Agency, Public Finance Authority, Parking Authority, Civil Service Commission, Equal Employment Commission, and other Council Committees; is the custodian of the City seal, signs all documents that constitute obligations of the City; administers municipal elections; directs the City's Records Management Program; provides policy guidance and expert professional assistance to other City departments in areas of responsibility.

CLASS CHARACTERISTICS:

This at-will position is one of four established by the City Charter and reports directly to the City Council. 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 department head positions in that the incumbent is appointed by, and serves at the pleasure of, the City Council and receives administrative direction from the Council. The City Charter and ordinances and laws of the State of California prescribe many City Clerk functions and activities.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

- 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 Council, City Manager, City Attorney, department managers, and other public and private entities in providing expert professional
information and services.

- Coordinates the preparation of agendas and supporting material including public notification, and legal and display advertising; publish, issuance, and posting of final agendas.
- Directs the preparation, publication, distribution, filing, indexing, and safekeeping of Council proceedings, minutes, and actions.
- Plans and directs the processing of ordinances, resolutions, bond issues, annexations, vacations, assessments, charter amendments, initiatives, referendum, recall petitions, and other related 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; in accordance with the Brown Act.
- Serves as custodian of official City records and public documents; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification.
- Administers Citywide conflict of interest and campaign financing programs and serves as filing officer for Campaign Disclosure Statements, Statements of Economic Interest, and compliance to AB 1234 Ethics Training in accordance with state regulations.
- Administers the conduct of all municipal elections including candidate elections, measure elections specific to petition processing in accordance with state and local election laws; tabulates and certifies election results.
- Oversees the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administer oaths and affirmations.
- Administers the City’s 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.
- 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:

Education/Experience:

Possession of a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a closely related field; AND five (5) years of supervisory experience in an administrative capacity that has included municipal elections administration, enterprise records management and the interpretation of laws and ordinances. Possession of a Master's Degree, experience as an Assistant City Clerk at the division head level, and management supervisory experience are highly desirable.

Other Requirements:

- Must possess a valid California Class C driver's license.
- Possession of a Certified Municipal Clerk Certificate (CMC) or Master Municipal Clerk (MMC) certificate.

Knowledge of:
Skills:

- 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, municipal elections administration including candidate and measure elections, the Brown Act, the Maddy Act, the Public Records Act, and parliamentary procedures;
- 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; and
- Modern computer user applications, including word processing, microcomputer, and mainframe computer applications.

Skills 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;
- Planning and organizing municipal elections; developing related calendars; processing Council candidates for election; technical review and processing of petitions specific to charter amendment, initiatives, referendum, and recall;
- Developing standards for and managing paper and electronic enterprise records;
- Comprehending complex laws and regulations and initiating policies and procedures for their implementation;
- Managing and conducting meetings;
- Preparing meeting minutes using proper legislative terminology, documentation, and other reports and correspondence;
- Communicating clearly and concisely, presenting ideas effectively orally and in writing;
- Exercising sound, independent judgment within general policy guidelines;
- Establishing and maintaining cooperative working relationships with elected officials, department heads, outside agencies, City administration, other employees, and the general public, including people of diverse backgrounds and interest.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional walking, bending, squatting, climbing stairs, climbing ladders, kneeling, and crawling and twisting;
- Lifting - Occasional lifting and/or carrying up to 25 pounds or less;
- Vision - Constant use of overall visual capabilities, reading fine print and PC screens; reading and producing printed material, frequent need for use of color perception;
- Dexterity - Frequent typing, occasional holding, grasping, pushing, pulling, and repetitive motion;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; frequently over noise, and the ability to detect specific noises and proper equipment operation;
- Special Requirements – Must be willing to attend meetings outside of normal working hours; may require frequent weekend, night, or evening work; may require occasional driving;
- Emotional/Psychological - Constant concentration, decision making and public contact; frequent ability to exercise sound judgment, especially under stressful situations; and ability to work alone;
- Environmental Conditions – None; and
• Working Conditions - Primarily performed in an office environment, which is typically quiet; public meeting locations may be loud at times; duties may also be performed outside of City Hall.

*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**HISTORICAL NOTE:**

Established: 01/06/1913  
Resolution: CC-1  
Exempted: 04/14/1941  
Ordinance: 1606  
Spec Established: 02/05/1942  
Resolution: CS163  
Spec Amended: 03/21/1968  
Resolution: CS3827  
Exempted: 11/12/1985  
Resolution: CC85-0684  
Spec Amended: 01/8/2002  
Resolution: CC02-0003  
Spec Amended: 10/21/2008  
Spec Amended: 09/12/2017  
Spec Amended: 11/13/2018

Unit: Unrepresented/MA  
Employment Status: At-Will  
FLSA Status: Exempt  
CS Status: Unclassified