

CITY OF SALINAS

CITY CLERK

BARGAINING UNIT/CLASS CODE:
CONF. MGMT. / C04

DEFINITION

To plan, direct, supervise, and coordinate all activities of the City Clerk's Office including preparation of agendas and minutes for City Council meetings and maintenance of official City documents and records.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy City Manager. Exercises direct supervision over the Deputy City Clerk, paraprofessional and clerical staff assigned to the City Clerk's Office.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Serve as Secretary to the City Council, Redevelopment Agency, Industrial Development Authority and Public Finance Authority. Direct the preparation, organization, printing, and distribution of the City Council/Agency meeting agenda, minutes and staff reports to the City Council, Departments, Public Access locations and subscribers. Attend City Council meetings. Assume responsibility for the maintenance of official City documents and records including filing, indexing through the SCATS (Salinas Council Action Tracking System) and scheduling documents for microfilming; direct the official publication of notices and ordinances. Record and certify all ordinances and resolutions; prepare ordinances for codification and distribute Code Supplements to City Code Book to departments and subscribers. Organize and conduct municipal elections. Serve as filing officer for Statements of Economic Interest for Council members, Council candidates, Commission appointees and designated employees. Develop and implement office systems and procedures with emphasis on records management and microfilming systems. Assist the public, City staff, and City Council by providing information and research assistance. Coordinate City Clerk activities with other City departments, outside agencies and the general public. Prepare and administer annual budget for City Clerk's Office and Election Division. Manage, supervise, train, and evaluate assigned staff. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Applicable Federal, State and municipal laws and procedures. Election laws and procedures. Records management and microfilming principles and procedures. Business English, spelling and mathematics. Modern

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office practices, procedures, and equipment including word processing utilizing a personal computer or Wintegrate system. Principles and Practices of organization, management and supervision. Principles, methods, and practices of finance administration and budgeting. Principles of supervision, training, and performance evaluation.

Ability to:

Plan, organize, direct and coordinate the activities of a City Clerk's Office. Establish and maintain effective working relationships with the City Council, City staff, the public, other governmental agencies, and the media. Organize material in compliance with laws, regulations and policies. Manage, supervise, train, and evaluate staff.

Skills to:

Type at a speed of 60 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required to perform the duties would be any combination equivalent to a bachelor's degree from an accredited college or university in Public Administration, Business Administration or closely related field and at least three years of increasingly responsible public agency work experience, performing duties comparable to those described above.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 10-05