

**GENERAL PURPOSE**

Oversees the activities of the City Clerk's Office; performs the statutory duties of the City Clerk; serves as Clerk of the City Council, Secretary of the Successor Agency to the former Capitola Redevelopment Agency (Successor Agency), and secretary of other applicable City-affiliated entities; maintains official City records; acts as the City's election official, filing officer and filing official as required under the Political Reform Act.

**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**

Prepares a variety of complex reports, letters, memorandum, forms, resolutions, and ordinances; attests, publishes, distributes and files all ordinances and resolutions.

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

Coordinates with other departments and the City Attorney's Office to assist with research and preparation of City Council/Successor Agency meeting staff reports and packets utilizing an agenda management software program. Prepares and publishes agendas, agenda packet material, and legal notices for public hearings.

Serves as secretary to the City Council/Successor Agency and records proceedings and actions, prepares and publishes minutes; follows up on items dealt with by the City Council/Successor Agency.

Coordinates Public Records Act requests to ensure timely response and full compliance with the Public Records Act.

Manages the City's electronic document management system to ensure standards of indexing and quality of input for all departments in keeping with the City's records management program; including reviewing and updating the City's records retention schedule to ensure compliance with appropriate guidelines for records management and disposition.

Researches and recommends technological advancements in the field while being committed to an innovative approach to open government principles and quality service delivery.

Maintains a record of the City's recorded documents such as agreements, deeds, easements and other records.

Administers Oath of Office for City officials and staff, and administers affirmations.

As the City's Election Official, prepares election notices, election related reports, election handbooks, and other election related materials for the candidates, proponents of ballot measures, and the public; coordinates election timelines and materials with the County Registrar of Voters; and assists with coordination of political informational meetings.

As Filing Officer, provides information to candidate and committees regarding campaign filing statement obligations and Fair Political Practice Commission regulations and reviews filed statements for compliance with state and local regulations.

As the Filing Officer/Official under the Political Reform Act, maintains a log of all elected and appointed officials, staff and consultants required to file Statements of Economic Interests and those required to attend AB1234 Ethics Training; advises them of these requirements in a timely fashion; and reviews filed statements for compliance with state law and local regulations.

Updates the City's Conflict of Interest Code at appointed intervals.

Accepts and certifies petitions, council nomination papers and other official documents.

Recruits for vacancies on boards, commissions, and committees and maintains an accurate legislative history of appointments and records of memberships.

Accepts subpoenas, summons and complaints on behalf of the City; researches and certifies information and documents for court actions, attorneys, other government agencies and the public.

Performs related duties as assigned.

## **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 complex 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/Successor Agency; 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; a Certified Municipal Clerk certificate is desirable, but not required.

Ability to work outside of standard business hours, including evening hours.

**TOOLS AND EQUIPMENT USED**

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

Effective Date: 6/95

Revised: 9/11, 4/16