

CITY OF CALISTOGA

CITY CLERK
JOB DESCRIPTION
(Exempt)

1 **Definition:**

2 Under direction, to perform the full range of duties involved in planning and accomplishing all
3 services and activities of the City Clerk's office in accordance with the provisions of the
4 Municipal Code and the Code of the State of California including preparing, filing, indexing,
5 maintaining, and preserving official City records.
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7 **Distinguishing Characteristics:**

8 The City Clerk is appointed by and serves at the will of the City Manager, and receives
9 administrative direction from the City Manager and has overall statutory and management
10 responsibility for all City Clerk Division activities and services including the recording,
11 preparation and maintenance of all Council legislative action and proceedings. The City Clerk
12 may perform a variety of complex support duties including those of a highly confidential nature.
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14 **Supervision Received and Exercised:**

- 15 • Receive direction and supervision from the City Manager.
- 16 • Tasks may be assigned by the Administrative Services Director.
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18 **Essential and Marginal Functions:** *(include but are not limited to the following)*

- 19 1. Attend City Council meetings and record all official proceedings. Serve as Secretary to the
20 City Council; receive City Council agenda requests and assume responsibility for the
21 preparation, organization, printing, and distribution of the agenda and agenda packet
22 materials for City Council and other meetings.
- 23 2. Assume responsibility for the publication, filing, indexing and safekeeping of all
24 proceedings of the City Council; establish and maintain systems for the indexing,
25 organizing and filing of minutes, resolutions, ordinances, deeds, easements, and other
26 related documents; maintain current books of minutes, ordinances and resolutions.
- 27 3. Maintain the City's Municipal Code; update amended Ordinance after adoption by City
28 Council; coordinate with departments seeking input for suggested Code changes.
- 29 4. Provide official notification to the public regarding public hearings including legal
30 advertising of notices.
- 31 5. Serve as the City's Election Officer; receive petitions relating to initiative, referendum, and
32 recall; ensure conformance to election and government code; advise candidates, City
33 officials, and designated employees of Political Reform Act filing requirements; coordinate
34 with County Officials.
- 35 6. Serve as Filing Officer for the Fair Political Practices Commission; administer the City's
36 Conflict of Interest Code; administer and file oaths of office and oaths of allegiance.
- 37 7. Responsible for the daily management and programming of the City's Public Educational
38 Governmental (PEG) Channel.
- 39 8. Responsible for the maintenance of the City's website.

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- 40 9. Process claims and lawsuits against the City, and assists in the coordination of
41 documentation related to assigned risk management activities.
- 42 10. Coordinate responses to requests for City records covered under the Public Records Act.
- 43 11. Monitor the City's appointment process; contact applicants and notify City Council and the
44 public of pending vacancies.
- 45 12. Research and prepare data for City Council, staff members, other governmental agencies,
46 citizens, and news media; answer questions and give out information on the telephone, by
47 correspondence, and in person.
- 48 13. Perform responsible and difficult secretarial and administrative work involving the use of
49 independent judgment and personal initiative; perform varied and responsible duties to
50 assist in the processing and completion of administrative operations for assigned staff and
51 City officials.
- 52 14. Receive, compile, and organize information for the preparation of correspondence,
53 documents, and reports as assigned; prepare a variety of correspondence, documents,
54 and reports; compose confidential correspondence, documents, and reports; maintain
55 confidentiality of information.
- 56 15. Execute and certify official City documents; maintain custody of the City Seal...
- 57 16. Attend bid openings; opens bids; and maintain custody of bid bonds.
- 58 17. Receive, publish, and open bids; maintain custody of bid bonds and related documents.
- 59 18. Participate and assist in the administration of the assigned office; recommend
60 organizational or procedural changes affecting support activities; recommend
61 improvements in work flow, procedures, and use of equipment and forms.
- 62 19. Develop and administer the assigned budgets; forecast of additional funds needed for
63 staffing, equipment, materials, and supplies; monitor expenditures; prepare purchase
64 orders and process invoices for payment.
- 65 20. Receive, publish, and hold bid bonds and related documents.
- 66 21. Lead Public Information Officer for the City.
- 67 22. Perform related duties and responsibilities as assigned.

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69 **Employment Standards:**

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71 **Knowledge of:**

- 72 • Organization and function of municipal government.
- 73 • Pertinent State, Federal, and local laws, codes, and regulations including Municipal Code
74 and State of California Government Code as they apply to the City Clerk's Office.
- 75 • Election laws, political reform requirements, and procedures for administering municipal
76 elections.
- 77 • Principles and practices of records management including records retention laws.
- 78 • Practices used in minute taking and preparation.
- 79 • Principles and practices of basic fiscal, statistical, and administrative data collection and
80 report preparation.

- 81 • Modern office procedures, methods, and equipment including computer equipment and
82 applicable software programs.
- 83 • English usage, spelling, vocabulary, grammar, and punctuation.
- 84 • Principles and practices of business letter writing.
- 85 • Principles and techniques used in dealing with the public.
- 86 • Word processing methods, techniques, and programs including spreadsheet and data
87 base applications.
- 88 • Basic mathematical principles.

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90 **Ability to:**

- 91 • Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- 92 • Work under limited supervision within a broad framework of standard policies and
93 procedures.
- 94 • Use independent judgment, initiative, and good human relations and problem solving
95 skills in the application and follow through on decisions.
- 96 • Understand the organization and operation of the City and of outside agencies as
97 necessary to assume assigned responsibilities.
- 98 • Provide information and organize material in compliance with laws, regulations and
99 policies.
- 100 • Direct the retention/destruction of official records in accordance with applicable laws and
101 regulations.
- 102 • Prepare official minutes, resolutions, and ordinances.
- 103 • Work cooperatively with other departments, City officials, and outside agencies.
- 104 • Analyze situations carefully and adopt effective courses of action.
- 105 • Maintain confidential data and information.
- 106 • Independently prepare correspondence and memoranda.
- 107 • Prepare and maintain accurate and complete records.
- 108 • Compile and tabulate data and information and prepare summaries and reports.
- 109 • Plan and organize work to meet schedules and timelines.
- 110 • Exercise good judgment, flexibility, creativity, and sensitivity in response to changing
111 situations and needs.
- 112 • Communicate clearly and concisely, both orally and in writing.
- 113 • Establish, maintain, and foster positive and harmonious working relationships with those
114 contacted in the course of work.

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120 **Minimal Physical and Mental Abilities:**

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Data Utilization: Requires the ability to process, calculate, compute, summarize, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction: Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Ability to interpret and advise others regarding the application of procedures to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to utilize equipment, machinery, tools and supplies used in performing essential functions, such as scanner: computer, pager, two-way radio, fax machine, calculator, copier, telephone, audio/visual equipment and office and computer supplies.

Verbal Aptitude: Requires the ability to utilize a variety of advisory data and information such as reports, correspondence, grants, plans, budgets, charts, forms, permit applications, invoices, purchase orders, time sheets, maps, manuals, ordinances and codes.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals, and may require the ability to utilize principals of fractions and/or interpret graphs; may include the ability to perform mathematical operation in basic algebraic principles and formulas and geometric principles and calculation.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagram or schedule form. Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to identify similarities or differences between characteristics of colors, shapes, sounds, odor and textures associated with job related objects, materials and/or tasks.

Environmental Factors: Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and which poses a limited risk of injury.

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170 **Experience and Training Guidelines:**

171 Any combination equivalent to experience and training that would provide the required
172 knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge,
173 skills, and abilities would be:

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175 **Experience:**

176 Four years of increasingly responsible administrative, supervisory, or specialized clerical
177 experience involving taking and transcribing minutes of meetings, maintaining complex records
178 and files, and explaining policies, procedures, and regulations to staff or the public.

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180 **Education:**

181 Equivalent to an AA degree in business or a related field. A BA degree in public or business
182 administration is desired.

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184 **License or Certificate:**

185 • Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk is
186 desirable.

187 • Certification as a Notary Public is desirable.

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189 **Special Requirements:**

190 • Essential duties require the following physical skills and work environment:

191 • Ability to work in a standard office environment; availability to attend evening meetings.