

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 107

CLASSIFICATION: City Clerk

DEPARTMENT: City Clerk

CLASS DEFINITION: To plan, direct, manage and oversee the activities and operations of the City Clerk's Office including the maintenance of official records and documents including contracts, official bonds, resolutions and ordinances; to serve as liaison between members of the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor and members of the City Council.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the Mayor and members of the City Council.

Exercises direct supervision over supervisory, technical, and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Assume full management responsibility for all City Clerk's Office services and activities including maintaining comprehensive records maintenance and retrieval systems and administering general and special elections; directs organization, staffing and operational activities.

Oversee the issuing and verification of nomination papers; provides information to candidates; ensures timely filings as required by the Charter and Election Code; supervise and train election staff; order and maintain election supplies and equipment.

Act as filing officer for filings and conflict of interest statements.

Manage the development and implementation of goals, objectives, policies and priorities for the City Clerk's Office; establishes, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Provide administrative services to elected bodies; record actions of the City Council, Redevelopment Agency, Housing Authority and Anaheim Public Improvement Corporation; communicate information to the public regarding Council items prior to and following meetings; provide an index to legislative activities.

Direct and lead the City wide records management function in accordance with Anaheim Municipal Code Sec. 1.10; chair the Records Policy committee; participate in records policy development and long range planning; promulgate Administrative Regulations (A.R.'s) and guidelines governing records maintenance and disposition issues for City wide use; conduct training; act as internal consultant on records matters for City Departments; supervise the maintenance, retrieval and disposal of official City Clerk and City Council records.

Plan and direct the maintenance, updating and filing of official municipal documents; maintain and update the Municipal Code.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the City Clerk's Office to other City departments, elected officials and outside agencies; explain and justify City Clerk's Office programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate City Clerk's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate the Office's work plan; meets with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the City Council and City Clerk budgets; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approves expenditures; direct the preparation of and implements budgetary adjustments as necessary.

Process and maintain claims, summonses and complaints; notify claimants of City Council action.

Coordinate City Clerk's Office activities with those of other departments and outside agencies and organizations; provide staff assistance to the Mayor and City Council; prepare and present staff reports and other necessary correspondence.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in elections and records management.

Respond to citizen inquiries and resolve difficult and sensitive complaints; assist the public and City staff by providing information and research assistance.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Extensive responsible experience as a City Clerk.

Knowledge of: Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of City Clerk services programs development and administration; election laws and procedures; political reform requirements; organizational and management practices as applied to the analysis and

evaluation of programs, policies and operational needs; principles and methods of official record keeping and management; modern office procedures, methods and computer equipment; advanced principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations.

Ability to: Plan, organize, direct and coordinate the work of supervisory and technical personnel; delegate authority and responsibility; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction to the City Clerk's Office; provide information and organize material in compliance with laws, regulations and policies; direct the retention/disposal of official records in accordance with applicable laws and regulations; identify and respond to community and City Council issues, concerns and needs; develop, implement and administer goals, objectives and practices for City Clerk's Office programs and services; prepare and administer a large budget; allocate limited resources on a cost effective and cost beneficial basis; analyze problems, identify alternative solutions, project consequences of proposed action and implement recommendations in support of goals; research, analyze and evaluate new program techniques, methods and procedures; prepare clear and concise reports; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, the general public and media representatives.

License/Certification Required: Certified Municipal Clerk (CMC) designation. Possession of a valid California Driver's License by date of appointment. A Master Municipal Clerk (MMC) designation is desired.

WORKING CONDITIONS:

Physical Conditions: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Executive Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3272.DOC
Revised 9/1989 – R. Andersen & Associates
Revised 2/1999 – V. Kilmurray

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Revised 8/2006 – G. McHaffie
Revised 9/2008 – P. Saldivar
Previous Document Number: CS1566