

**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 and to facilitate the legislative policymaking process; to maintain official records and documents including contracts, official bonds, resolutions, and ordinances, to validate the proceedings of the City Council; to conduct City elections; to carry out responsibilities mandated by the Fair Political Practices Act; to serve as liaison between members of the City Council and the public; to coordinate assigned activities with other 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:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Perform statutory and constitutional duties of the City Clerk's Office.

Assume full management responsibility for all services and activities of the City Clerk's Office including maintaining comprehensive records maintenance and retrieval systems and administering general and special elections.

Manage the development and implementation of goals, objectives, and priorities for the each assigned service area within the City Clerk's Office; recommend and administer policies and procedures.

Establish, within City policy, appropriate service and staffing levels; allocate resources accordingly; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

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

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

Oversee and participate in the development and administration of the City Council and City Clerk's Office budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

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

Plan and direct City municipal elections; act as City's Chief Election official as required by the City Charter and Elections Code.

Serve as designated officer for the Fair Political Practices Commission (FPPC); carry out the responsibilities mandated by the Fair Political Practices Act.

Plan, direct and lead the City-wide records management function in accordance with Anaheim Municipal Code Section 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 citywide 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; update and maintain filing of official municipal documents; maintain and update the Municipal Code and A.R.'s.

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

Identify, implement, and maintain efficient systems for the control and distribution of City records; respond promptly to Public Records Acts requests.

Coordinate and supervise the preparation of all City Council, Redevelopment Agency, Housing Authority, and Anaheim Public Improvement Corporation agendas and supporting reports, including official publication of legal notices, ordinances, and resolutions; attend all City Council and related meetings and prepare official minutes; respond to administrative and Council inquiries by preparing written reports and/or making presentations and recommendations; communicate information to the public regarding agenda meeting items.

Recruit and present board and commission candidates to City Council; provide advice to board and commission staff liaisons including in the areas of Brown Act, parliamentary procedures, and agenda and minutes preparation.

Provide staff assistance to the Mayor, City Council, and City Manager; prepare and present staff reports and other necessary correspondence.

Represent the City Clerk's Office to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Explain, justify, and defend the programs, policies, and activities of the City Clerk's Office; negotiate and resolve sensitive, significant and controversial issues.

Participate on a variety of boards, commissions, and committees.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the City Clerk's Office including in elections and records management.

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

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Six years of increasingly responsible administrative support experience including significant experience in a City Clerk's Office dealing with records management and municipal elections including two years of supervisory experience supplemented by a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operations, services, and activities of a City Clerk's Office; advanced principles and practices of program development and administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; organization and function of City government; pertinent federal, state, and local laws, codes, and regulations including election laws and procedures, Political Reform Act requirements, open meeting laws and procedures, Conflict of Interest Code reporting requirements, and Public Records Act requirements; meeting protocol, parliamentary procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body; principles and practices of automated and manual records management, retrieval, and storage; modern office procedures, methods, and computer equipment including computers and supporting software applications; English usage, spelling, grammar, syntax, punctuation, and business math; principles and practices used in the development of business correspondence; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation.

Ability to: Manage and direct the comprehensive programs of a City Clerk's Office; develop and administer goals, objectives, and procedures for the City Clerk's Office; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of lower level personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed action and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; interpret and apply applicable federal, state, and local policies, laws, and regulations; provide information and organize material in compliance with laws, regulations, and policies; oversee and administer an efficient records management system including to direct the retention/disposal of official records in accordance with applicable laws and regulations; coordinate and administer local elections; serve as Clerk to the City Council and ensure proper conduct of meetings; stay abreast of new technologies used to automate systems; adapt to changing technologies and learn functionality of new equipment and systems; prepare clear and concise administrative and financial reports; prepare and administer a large budget; allocate limited resources in a cost effective manner; interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of Certified Municipal Clerk (CMC) designation within 18 months of appointment. Possession of an appropriate, valid driver's license. A Master Municipal Clerk (MMC) designation is desired.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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.

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Revised 9/1989 – R. Andersen & Associates
Revised 2/1999 – V. Kilmurray
Revised 8/2006 – G. McHaffie
Revised 9/2008 – P. Saldivar
Revised 11/2009 – Johnson & Associates