



## Job Description

<b>Title:</b>	Council Services and Legislative/Records Manager		<b>Created:</b>	January 2008
<b>Salary Level:</b>	439	<b>FLSA Status:</b>	Exempt	
<b>Supervisor:</b>	City Manager	<b>Supervises:</b>	None	
<b>Job Family:</b>	None	<b>Bargaining Unit:</b>	Management/Confidential	

### JOB SUMMARY:

Under administrative direction from the City Manager, plans, manages, oversees, and directs the operations and services of the City Clerk's Office; serves as City Clerk and Secretary of the Redevelopment Agency in the absence or vacancy of the City Clerk; as prescribed by statute, conducts, coordinates, and administers municipal elections in coordination with the County; provides policy guidance and professional assistance to City departments; ensures compliance with Conflict of Interest laws and FPPC regulations; plans, directs, and oversees the development, implementation and maintenance of records management; coordinates activities with other City officials and outside agencies; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Council Services and Legislative/Records Manager** is the administrative management level classification, and is responsible for overall policy development, program planning, fiscal management, administration, and operation of the City Clerk's Office. The incumbent also manages the administration of an agenda review process and the preparation of agendas; attends meetings and prepares minutes for legislative bodies; administers the commission appointment process; develops and maintains the systems for managing a citywide document and records management program, including the legislative history of the city and other official records; analyzes legislation; administers municipal elections and enforces federal, state, and local laws, including campaign financing, public records, meeting notices, and conflict of interests.

### SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct supervision over assigned office support staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accepts full responsibility for all City Clerk's Office activities and services as directed by state law and City ordinance, including activities associated with the production, publication, and maintenance of City records, legislative agendas, and minutes relating to City council, and other board and commission activities; serves as secretary to the Redevelopment Agency; coordinates activities with other City officials, departments, outside agencies, organization and the public.

Develops, implements, and maintains departmental goals, objectives, policies, and procedures; may supervise, train, motivate, and evaluate assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals, ensures that goals are achieved.

Coordinates a comprehensive citywide records management program to ensure proper records retention, maintenance, and disposition practices are incorporated into city record keeping practices; functions as the lead

## ***Council Services and Legislative/Records Manager - Continued***

for researching, evaluating, recommending, and implementing solutions for records and related information management issues.

Attends all meetings of the City Council, Redevelopment Agency, and other boards and commissions as assigned and keeps all related records of the legislative proceedings; maintains and disseminates all actions, including minutes, ordinances, resolutions, contracts, deeds, bonds, vital records, correspondence, and reports ensuring timely preparation; participates in writing contract resolutions, ordinances, and other legal documents; makes necessary corrections to resolutions, ordinances, contracts, and leases prepared by City departments; monitors legal documentation of City Council actions for accuracy of intent; maintains indexes and files all City records; prepares certified copies of City documents for elected officials, staff, and the public; oversees the codification of all City ordinances and the maintenance of the consolidated codes reflecting the legislative actions of the City Council.

Accepts and/or processes subpoenas, appeals, lawsuits, and claims against the City; certifies affidavits, documents, and depositions pertaining to City affairs and business, which may be used in court; serves as the custodian of the City Seal.

Coordinates the bid opening process and monitors the City's related performance bond activities; records legal documents of the City.

Prepares, manages, and coordinates the development of the City Clerk's Office budget; prepares forecasts of necessary funds for materials and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

Administers provisions of the Political Reform Act of 1974 as it pertains to local government, including the filing of campaign statements and Statements of Economic Interest for all elected officials and other designated employees.

Directs the City's centralized records management system; ensures availability of records to City staff and the public; provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections and local government legislative processes and actions; analyzes, enforces, and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing, and conflict of interest.

Serves as a resource for City staff, other organizations and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment; develops and coordinates communications with the community to increase citizen accessibility to City records and information; updates public information on the City's website.

Conducts special projects as assigned by the City Manager.

Serves as Acting City Clerk in the absence or vacancy of the City Clerk.

Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections, and relative local legislation; responds to and resolves sensitive and complex community and organizational inquires, issues, and complaints; establishes and maintains a customer service orientation within the Department.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Performs related duties as required.

## ***Council Services and Legislative/Records Manager - Continued***

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ABILITY TO:**

- Plan, organize, direct, and perform the duties of the City Clerk's Office
- Develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels
- Handle and prioritize multiple tasks
- Plan, organize, train, evaluate, and direct work of assigned staff
- Perform mathematical calculations quickly and accurately
- Operate an office computer and a variety of word processing and software applications
- Operate a variety of automated record keeping systems
- Interpret, explain, and apply applicable laws, codes, and regulations
- Read, interpret, and record data accurately
- Organize, prioritize, and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Analyze a complex issue and develop and implement an appropriate response
- Follow written and oral directions
- Observe safety principles and work in a safe manner
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships

### **KNOWLEDGE OF:**

- Modern principles, practices, and techniques of municipal records management and elections
- Principles and practices of budget administration
- Methods and techniques of supervision, training, and motivation
- Basic principles of mathematics
- Applicable federal, state, and local laws, codes, and regulations
- Methods and techniques of scheduling work assignments
- Standard office procedures, practices, and equipment
- Modern office practices, methods and equipment, including a computer and applicable software
- Methods and techniques for record keeping and report preparation and writing
- Proper English, spelling, and grammar
- Occupational hazards and standard safety practices

### **EDUCATION and/or EXPERIENCE:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Council Services and Legislative/Records Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of increasingly responsible experience in a City Clerk's or City Manager's office, including two (2) years of administrative or supervisory experience and an associate of arts degree in public or business administration or a closely related field. A bachelor's degree is highly desirable.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of, or the ability to, obtain a valid Class C California driver's license. Current California Notary Public Commission is required or must be obtained within the first six (6) months of employment. Certification

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from the International Institute of Municipal Clerks as a Certified Municipal Clerk and/or Master Municipal Clerk is expected, or the ability to obtain said certification within three (3) years.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

This position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag, and push files, paper, and documents weighing up to 20 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **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.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee may be required to attend evening meetings and travel, and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.