

## CITY CLERK

### General

Plans, directs, supervises and coordinates the activities of the Office of City Clerk. Provides assistance to City Council and coordinates Council Member activities, including preparation and maintenance of comprehensive records of all proceedings of the City and detailed records management. Serves as Secretary to the Grass Valley Redevelopment Agency, Capital Improvements Authority, and as Executive Assistant to the City Administrator.

### Distinguishing Characteristics

The City Clerk is a vital member of the Management Team. As such, duties would include long and short range planning, directing and supervision towards smooth coordination and effective operations of the City. This person is self-directed, an effective time manager, possesses excellent organizational and communication skills as well as the ability to handle a variety of tasks and responsibilities simultaneously. Demonstrates tact and discretion and is a highly professional and motivated individual.

### Supervision Received and Exercised

Sets personal standards of performance and is responsible for final results. Policy direction is provided by the City Council with administrative direction received from the City Administrator. Appoints deputies as needed and assigns and supervises their duties.

### Representative Essential Duties

- Maintains professional ethics, trust and confidentiality of the Office.
- Acts as Public Information Officer and Information Center for all City departments.
- Plans, directs and oversees the activities of the office of City Clerk and provides ongoing assistance to all departments and divisions of the City.
- Provides assistance to and coordinates activities of the City Council.
- Responds accurately and in a timely manner to inquiries on City policy, regulations, services and information.
- Maintains City rules, procedures and policies and Law Library.
- Prepares or assists in preparation of department budget.
- Attends meetings and prepares agendas, minutes and records of all proceedings of the City Council, Grass Valley Redevelopment Agency, and Capital improvements Authority.

- Organizes and maintains all official City records and documents.
- Manages the City's website and publishes ordinances and official notices as required and has custody of the Seal of the City.
- Creates and distributes the City Newsletter, "The City Messenger" twice yearly.
- Administers oaths and affirmations in connection with all matters relating to the City.
- Conducts special elections and assists in municipal elections.
- Reviews annexation petitions and schedules for Council consideration.
- Reviews and maintains supplements to the Municipal Code.
- Administers campaign financing and disclosure laws as required by the California Fair Political Practices Commission.
- Maintains a positive and cooperative working relationship with the public, elected and appointed officials, news media and staff.
- Schedules appointments, meetings, travel arrangements as needed for the City Council and the City Administrator.
- Receives, reviews and routes telephone calls, mail and visitors.
- Maintains secure record keeping system including orderly retention, indexing, copying and disposition of City records.
- Signs, certifies, notarizes, records and performs other verification duties or action relating to City documents.
- Prepares public service announcements and coordinates City ceremonies and celebrations.
- Acts as Executive Assistant to the City Administrator and the City council.

Knowledge, Abilities, Skills and Qualifications

Knowledge of:

- Functions and organizations of California Local Government.
- Modern principles and practices of office management and supervision.

- Ralph M. Brown Act, Political Reform Act of 1974 and election law.
- English usage, grammar and public speaking skills.
- Operation of all standard office equipment with emphasis on computer word processing.
- Records management procedures.
- Format and content for notices, ordinances, resolutions, agreements and other documents.
- Public relations skills to provide an excellent impression to the public on behalf of the City.

Demonstrates Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand governmental laws, codes and procedures.
- Analyze and prioritize problems accurately and determine appropriate action to be taken.
- Provide accurate information and organize material in conformance with established policies and regulations.
- Operate and use all office equipment rapidly and accurately.
- Organize and maintain office records and file system.
- Establish sound working relationships with public, elected and appointed officials, employees and news media in responding to inquiries, affirming policies and law or providing information concerning the City.
- Take responsibility and exercise sound judgment in accomplishing responsibilities.

Physical requirements

Must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job functions. Capable of standing or sitting for long periods of time. Ability to meet deadlines and work under pressure.

Education and Experience

Training and experience equivalent to completion of two years of college with emphasis on public or business administration. Supplemental training through specialized courses is desirable including appropriate certificates and licenses.

Four years of increasingly responsible administrative experience involving supervision, public contact and records management skills. Word processing skills required.

Local government office experience and possession of or ability to obtain certification from the International Institute of Municipal Clerks (IME) as a Certified Municipal Clerk (CMC).

Must possess valid California Driver's License, be bondable and possess or obtain California Notary Public Commission.

General

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

THIS POSITION IS INCLUDED WITHIN THE  
CLASSIFIED SERVICE OF THE CITY OF GRASS VALLEY

**AN EQUAL OPPORTUNITY EMPLOYER**