



City Clerk Services Director

Department/Division:	City Clerk's Office
Reports To:	Deputy City Manager
Provides Direction To:	City Clerk Services Department staff
Exemption Status:	Exempt
Date Revised:	July 23, 2025
Pre-employment Drug Test Required:	NO

DEFINITION

Under the general direction of the Deputy City Manager, organizes, coordinates, and administers the daily operations of the City Clerk Services Department including agenda management, legislation, and records management; organizes and administers municipal elections; serves as a member of the City's Leadership Team and performs the duties of Filing Officer/Official for the Fair Political Practices Commission; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The City Clerk Services Director is distinguished from the elected City Clerk, which is an elected mostly ceremonial position. The City Clerk Services Director is responsible for the day-to-day operation of the City Clerk Services Department.

EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Plans, develops and implements the policies, goals, objectives, and priorities of the City Clerk Services Department, ensuring a high level of public relations and customer service to the community and City offices.
2. Interprets City ordinances and policies in coordination with the City Manager Team and consultation with the City Attorney's Office.
3. Organizes, prepares, produces, and distributes agenda and agenda packet materials.
4. Manages the preparation of the official records and archives of the City, including ordinances, resolutions, contracts, agreements, deeds, and minutes; implements document preservation, retention, and destruction policies in consultation with City departmental representatives.
5. Oversees the indexing, scheduling, filing, reproduction, microfilming and digitizing of documents for future use.

EXAMPLES OF DUTIES (continued)

- 6. Attends City Council meetings and oversees the recording of all official proceedings; directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- 7. Maintains the City's Municipal and Zoning Codes; determines placement and assigns new article and section numbers for new revisions and additions to the City Municipal and Zoning Codes; assists departments in the formatting of resolutions and ordinances.
- 8. Coordinates the department's activities with those of other departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.
- 9. Administers Municipal Elections; ensures conformance to Elections Code and Government Code; advises candidates, City officials, and designated employees of Political Reform Act filing requirements.
- 10. Prepares and administers the department's budget.
- 11. Provides official notification to the public regarding public hearings including legal advertising of notices.
- 12. Officiates at bid openings.
- 13. Researches and prepares data for City Council, staff members, other governmental agencies, citizens, and news media; answers questions and gives out information on the telephone, by correspondence, and in person, and complies with authorized public records requests.
- 14. Conducts the recruitment and appointment process for membership on boards and commissions.
- 15. Leads, manages and supervises assigned staff.

EMPLOYMENT STANDARDS

Education and/or Experience

Equivalent to graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, or a related field. Seven years of increasingly responsible professional City Clerk Services related experience including at least two years of supervisory or management experience; or an equivalent combination of training and experience.

Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk is required. Certification as a Master Municipal Clerk and/or Notary Public is desirable.

Knowledge and Abilities

Knowledge of roles, responsibilities, authority, and limitations of an elected City Council; Functions, services, and funding sources of municipal government; Applicable federal, state, and local laws, regulations, codes, and ordinances, including the Brown Act, Public Records Act, and Political Reform Act; Municipal election procedures, public notification requirements, bid practices, and oaths of office; Principles and practices of records management, including retention laws and compliance with public records regulations: Administrative procedures, including budgeting, project management, and interdepartmental operations; Supervisory principles, including staff selection, training, performance evaluation, and goal setting; Public presentation methods, research and report writing, and minute preparation standards; Modern office practices, technology, and software applications, including word processing, spreadsheets, and databases; And, English usage, grammar, spelling, vocabulary, and punctuation.

Ability to prepare, maintain, organize, and preserve official records in compliance with legal and regulatory requirements; Coordinate and manage municipal elections in collaboration with County officials, including planning, candidate guidance, and onboarding of elected and appointed officials; Respond to records and information requests from City Council, staff and third parties; Participate in the preparation of official City documents such as minutes, resolutions, and ordinances; Establish departmental goals, develop work plans, and meet schedules and deadlines; Select, supervise, train, and evaluate staff effectively; Prepare and manage the department budget; Communicate clearly and persuasively, both orally and in writing, with a variety of stakeholders including City officials, staff, boards, commissions, contractors, and the public; Analyze issues, identify solutions, and implement effective courses of action; And, Operate standard office equipment and utilize relevant computer software for data management and communication.

Special Requirements:

Attend City Council, Fire District Board, and other publicly posted meetings as necessary, on a regular basis.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee frequently sits to use office equipment and stands and walks to access public counters and work areas. The position requires close vision, depth perception, and the ability to adjust focus. The employee must be able to talk and hear. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment and the employee reaches above shoulder and below shoulder level to access records and files. The employee may occasionally bend, stoop, kneel, or climb a small stepladder to access files in vaults, or push and pull drawers open and closed to retrieve and file information. The employee may occasionally lift and carry reports, files, and records, typically weighing less than 20 pounds.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City Manager, City Council, City Attorney, and appointed representatives, Boards, Commissions, contractors, consultants, vendors, and the general public, and others encountered in the course of work.

Working Conditions

The employee regularly works in an office setting and the noise level is typically quiet or moderately quiet, at or below 85 decibels.

Prepared: July 23, 2025