

CITY OF WESTMINSTER

CITY CLERK

DEFINITION

Directs, manages, supervises and coordinates the programs and activities of the City Clerk's Office; performs statutory and constitutional duties of the City Clerk's Office; records and preserves the actions of the City Council/Successor Agency to the Redevelopment Agency; safeguards all vital, permanent and historic records of the City; provides information and support to the City Council/Successor Agency to the Redevelopment Agency, other departments, and the general public; coordinates municipal elections; and participates as a member of the City's executive management team.

DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below depending on organizational needs.

- Serves as Clerk to the City Council/Successor Agency to the Redevelopment Agency and Secretary to the Housing Authority and Westminster Public Financing Authority; prepares and coordinates City Council materials and agendas, ensures publication and posting of required notices; attends City Council/Successor Agency to the Redevelopment Agency meetings and records all official proceedings; processes actions adopted by the City Council/Successor Agency to the Redevelopment Agency; ensures compliance with legal requirements pertaining to public meetings ; supervises the production of all resolutions and ordinances; and coordinates the publication and maintenance of the City's Municipal Code.
- Provides support for City Boards, Commissions and Committees; maintains list of appointed Board, Commission and Committee members and post notices of vacancy; and implements the City Council's policies and procedures for recruitment and appointment of board and commission members.
- Coordinates and conducts municipal elections; manages the receipt and processing of petitions relating to initiatives, recalls and referendums ; ensure conformance with applicable federal, state and local laws; provides information from the Secretary of State and/or Fair Political Reform Act filing requirements to candidates in municipal elections; serves as the filing officer for the Fair Political Practices Commission and administers candidate filing; administers the City's Conflict of Interest Code; maintains documents for public inspection; and administers and files oaths of office and allegiance.
- Serves as the custodian of official City records; oversees and manages the City-wide records management program and document imaging system; supervises the maintenance, filing, recording and safekeeping of documents; supervise the storage and protection of the City's permanent records.
- Maintains official City contracts and agreements; coordinates and supervises the publication of legal notices; receives and processes claims against the City; accepts and processes subpoenas, summons and other legal processes; receives and processes public information requests; and receives and conducts formal bid openings.

- Directs the staff and activities of the City Clerk's Office; manages and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers department policies and procedures; plans, directs, coordinates and reviews the work of staff; and oversees and participates in the development and administration of the City Clerk's Office annual budget.
- Attends and participates in professional group meetings; and stays abreast of new trends, innovations and laws in the field of records and elections, and in the profession of City Clerk.

QUALIFICATION GUIDELINES

The following guidelines are recommended in order to successfully perform the assigned duties. Any combination of the education and experience guidelines may be considered qualifying depending on the needs of the position. Knowledge and ability guidelines are expected upon entry or may be learned within a short period of time. Additional licenses and certificates may be required as described below.

KNOWLEDGE OF

- Operations, services, and activities of a City Clerk's Office; and 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.
- Principles and practices of municipal budget preparation and administration.
- English usage, spelling, grammar, syntax, punctuation, and business math; and principles and practices of business correspondence.
- Principles of supervision, training and performance evaluation.
- Modern office procedures, methods and computer equipment including new technologies used to automate systems; and principles and practices of document imaging systems and processes.

ABILITY TO

- Provide excellent customer service and to maintain excellent working relations with the City Council; members of City Boards, Commissions and Committees; City staff; members of the media; and members of the community.
- Communicate effectively, both orally and in writing.
- Effectively utilize software applications to deliver services in an efficient manner.
- Use good judgment in implementing direction from the City Council and City Manager.
- Interpret and apply federal, state and local laws, regulations and policies.
- Work independently, manage and organize multiple projects, meeting all deadlines.

- Efficiently manage Department staff, budget and resources to accomplish the work of the Department and to meet goals and objectives.
- Move and transport boxes weighing up to 20 pounds.

EDUCATION AND EXPERIENCE

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management or a related field.
- Five years of increasingly responsible experience in a City Clerk's Office or equivalent experience in a similar government entity. At least three years of the required experience must have included administrative and supervisory responsibility.
- Additional relevant experience may be considered in lieu of the required Bachelor's degree.

LICENSES/CERTIFICATES

- Designation as a Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks is highly desirable.
- Commission as a Notary Public in the State of California within six months of appointment. Possession of a valid California Driver License.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The working environment and physical demands summarized below are representative of those encountered while performing the essential functions for this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.

WORKING ENVIRONMENT:

Standard office setting. Requires regular attendance at City Council meetings, which generally occur during evening hours. Dates and times for City Council meetings are subject to change at the pleasure of the City Council.

PHYSICAL DEMANDS:

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; and operate office equipment including use of a computer keyboard. Sufficient finger dexterity needed to continually use a computer keyboard and operate standard office equipment. Ability to verbally communicate to exchange information. Ability to move and transport boxes weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

