

CITY OF SIMI VALLEY

CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, administers, manages, supervises and coordinates the programs and activities of the City Clerk's Office including maintaining responsibility for the City's Seal, City Council agendas, meetings and minutes, ensuring adherence to the Brown Act, municipal elections and municipal codes; provides information regarding local and state laws; and keeps an accurate record of all proceedings of the City Council and other City boards and commissions. Attends City Council meetings and administers the City's Records Management program. Provides professional and technical assistance to the City Manager, City Council, and City Departments relating to the above. Fosters cooperative working relationships among City departments.

REPRESENTATIVE DUTIES

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 to address business needs and changing business practices.

1. Assumes full management responsibility for all functions, programs and operations of the City Clerk's Office including maintaining responsibility for the City Seal, City Council agendas, meetings and minutes, municipal elections and municipal code maintenance.
2. Administers the agenda for process for the City Council, Simi Valley Library Board of Trustees, Ventura County Waterworks District No. 8, Simi Valley Industrial Development Authority, Simi Valley Public Facilities Financing Authority, Simi Valley Public Financing Authority, and Successor Agency to the Simi Valley Community Development Agency. Serves as the City Clerk for the City Council and as the Secretary for the Simi Valley Library Board of Trustees, Ventura County Waterworks District No. 8, Simi Valley Industrial Development Authority, Simi Valley Public Facilities Financing Authority, Simi Valley Public Financing Authority, and Successor Agency to the Simi Valley Community Development Agency.
3. Plans, develops and implements goals, objectives, policies and priorities for the City Clerk's Office, while providing a high level of public relations and customer service to the community and City offices.
4. Attends all City Council meetings; assisting the Mayor with Council protocol, supervising audio/visual technical aspects of the meetings, and recording and preparing all Council legislative actions and proceedings. Signs, seals, notarizes (as necessary), certifies and records ordinances, resolutions, agreements, deeds, and other official City documents.
5. Manages records related to City Council actions in compliance with state and city laws and policies. Administers the City-wide records management program; maintains, disposes, and preserves official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements and the City's Records Retention Schedule; coordinate destruction of records identified as eligible for disposal; provides periodic updates of City's Records Retention Schedule.
6. Develops and prepares City Council agendas and minutes. Oversees the compilation and preparation of City Council agenda packets and minutes. Coordinates compliance with the provisions of the Brown Act.
7. Administers the City's electoral process regarding Mayoral and City Council offices, measures, initiatives, referendums, propositions, and recall elections. Serves as the City's Elections

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City Clerk (*Continued*)

Official. Coordinates and advises public officials, candidates for office and the public regarding election matters. Issues and reviews nomination papers, candidate statements, and financial disclosure statements; prepares candidate handbook, handles election inquiries, places and monitors legal publications; ensures proceedings are conducted in accordance with state and local election and campaign finance laws; present election results for certification. Receives and processes initiative petitions. Handles related matters pursuant to the Elections Code. Administers oaths of office to elected, appointed officials and other as required.

8. Oversees compliance with the requirements of the Political Reform Act and the City's Campaign Contribution Ordinance. Serves as the filing officer for election campaign reports and statements of economic interest for designated employees, officials, committees, etc. Oversees City's Citizens' Election Advisory Commission.
9. Makes final decisions on difficult questions of regulation interpretation.
10. Provides staff assistance to the City Manager or designee as needed, completes special projects as assigned, represents the City at various meetings and events, prepares and presents staff reports and other necessary correspondence.
11. Attends and participates in professional group meetings; stays abreast of new trends, innovations and laws in the fields of municipal government, records management, elections and in the profession of City Clerk.
12. Coordinates responses to requests for City records under the Public Records Act.
13. Coordinates responses and issues signed Declarations in response to subpoenas served upon the City.
14. Maintains the City's legislative history, City Council-appointed boards and commissions program, the Simi Valley Municipal Code and administers oaths and/or affirmations as needed.
15. Oversees official publication of legal notices, ordinances, and resolutions.
16. Serves as technical advisor to the City Manager, City Council, and department/division managers on matters relating to the City Clerk's Office. Coordinates activities with other City departments/divisions and outside agencies/parties.
17. Develops and prepares annual budget for the City Clerk's Office, establishes budget priorities and monitors actual expenditures, adjusting as necessary; prepares recommendations on changes for expenditure allocations and/or staffing.
18. Develops and implements policies and procedures to increase the efficiency and effectiveness of assigned operations and services; making recommendations regarding office technology and procedures.
19. Selects, trains, motivates, supervises, and evaluates the work of assigned clerical staff, determining assignments and reviewing work product. Plans, schedules and prioritizes staff assignments and progress. Evaluates and monitors performance, provides training as necessary. Recommends merit increases, progressive discipline, up to and including termination, and other personnel related matters in a timely manner.
20. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within City policy, appropriate service and staffing levels.
21. Plans, directs, coordinates and reviews the work plan for the City Clerk's Office; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
22. Maintains custody of official records and archives of the City including ordinances, resolutions, contracts and various legislative documents; provides records retrieval services to the public.

23. Receives and files claims and lawsuits filed against the City; prepares and certifies information and/or provides deposition.
24. Attests, publishes, indexes and files ordinances and resolutions; may perform notary public duties.
25. Assists departments with formats of resolutions and ordinances. Maintains the City's Municipal and Zoning Codes, determines placement and assigns new article/section numbers to new revisions/additions to the Municipal and Zoning Codes.
26. 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.
27. Serves as liaison for the City Clerk's Office with other City departments, divisions and outside agencies; negotiates and resolves sensitive and controversial issues.
28. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
29. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
30. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Modern operational characteristics, services and activities of a City Clerk's Office.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Principles and practices of automated and manual records management program administration including records retention laws, including filing, indexing, retrieval and retention of records and documents, and storage.
Formats for preparation of municipal resolutions, ordinances and contracts.
Principles of public administration, management, and supervision.
The Brown Act.
The Political Reform Act and campaign disclosure requirements and procedures.
The Public Records Act.
The Elections Code with respect to municipal elections and election procedures.
English usage, spelling, grammar and punctuation.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods and computer equipment.
Pertinent federal, state, and local laws, codes and regulations.
Functions, authority, responsibilities, and limitations of an elected City Council.

Ability to:

Independently compose resolutions, ordinances, public hearing notices and correspondence consistent with appropriate formats and legal requirements.
Collect, review, organize and disseminate a variety of documents.
Independently organize, administer and coordinate a variety of diverse work programs and activities, complete time driven projects with deadlines.
Communicate effectively, persuasively, tactfully, and positively both orally and in writing.
Direct, manage, evaluate and motivate the work of assigned staff in an effective and productive manner.

Establish and maintain effective working relationships with elected and appointed officials, employees and public.
Serve as a historical and legislative resource for the City Council, City administration, departmental staff and the public.
Oversee the operations, services and activities of the City Clerk's Office.
Manage, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Develop and administer an efficient records management system.
Coordinate municipal elections.
Develop and administer program goals, objectives and procedures.
Prepare clear and concise administrative reports.
Analyze problems, identify alternative solutions, project consequence of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret, analyze and apply complex federal, state and local policies, laws and regulations.
Attend staff and other meetings at irregular hours.
Use tact, diplomacy in interpersonal dealings that are difficult and highly sensitive.
Use initiative, prudence, and independent judgement within general policy, procedural and legal guidelines.
Establish, maintain, and foster positive and harmonious work relationships with those contacted in the course of work.
Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
Respond and perform assigned duties in the event of a City-declared emergency.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A bachelor's degree in public administration, business administration, or a related field supplemented by specialized workshops/training specific to municipal clerk field are highly desirable.

Experience:

Four years of administrative experience and a minimum of three years of increasingly responsible experience in a City Clerk's office, including two years of supervisory or lead experience and records management responsibility.

License or Certificate:

Possession of or ability to obtain a Certified Municipal Clerk (CMC) certification within one year of employment or earnestly working to obtain in a reasonable period of time.

Possession of, or the ability to obtain, a Notary Public commission within one year of hire.

Possession of a California Class C driver's license is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens; required attendance at evening meetings.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Disaster Service Worker: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such service activities as may be assigned to them by their supervisors or by law.

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