

<b>CITY CLERK (EXECUTIVE)</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>January 10, 2023</b>

**DEFINITION**

Under general administrative direction of the City Manager, to manage and administer the functions of the City Clerk’s Office; plan, direct, and implement all department activities defined by government code; serve as the custodian of records and official City documents; and perform related duties as required. Conducting City Elections, serving as the Filing Officer for Political Reform Act filings, and performing statutory duties; to administer citywide records management and document management system programs; and attends all City Council meetings.

**DISTINGUISHING CHARACTERISTICS**

This is an exempt, unrepresented, executive-level position that serves as a department head and is responsible for overseeing the administration and implementation of programs, services, and activities of the City Clerk’s Office including the direct and indirect supervision of management, professional, technical and clerical personnel; developing and implementing policies, goals and objectives; and administering the department’s budget. The incumbent reports directly to the City Manager or designee, and will use considerable judgment and independence in managing the department’s work.

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Performs legal and administrative duties related to the enactment of City laws, the City records retention, destruction and imaging programs.
- Oversees and maintains the official records for the City; and acts as custodian of the City seal.
- Administers oaths and certifies documents.
- Maintains a records management system and records retention schedule for records of the City, and works closely with City departments to ensure their compliance with all records management and retention schedules.
- Analyzes new approaches to electronic management and public access of City records.
- Prepares ordinances, resolutions, and other City documents for certification.
- Prepares minutes for City Council, Housing Authority and other administrative bodies.
- Sets public hearings before the City Council and provides notice as required by law.
- Maintains an accurate record of the proceedings of the legislative body; maintains and records all City ordinances.
- Administers and maintains the National City Municipal Code

- Serves as the Elections Official, administers and coordinates general and special elections.
- Receives petitions relating to initiative, referendum, or recall and administers the process on behalf of the City.
- Serves as filing officer for campaign disclosure statements and statement of economic interests under the Political Reform Act.
- Accepts subpoenas and all claims filed with the City, and maintains a log.
- Administers the electronic agenda workflow, prepares agenda reports and final packets for City Council meetings and distribution to the public.
- Manages the Boards/Commission/Committee program; assists with the applications, appointments and resignation processes; includes maintaining and updating all policies that apply.
- Prepares and executes the legal advertising for public hearings and other official legal notifications to the public regarding City Council meetings and actions.
- Responds to inquiries from the public; provides explanation of the requirements of City codes, ordinances, established policies and procedures; and responds to public records requests.
- Maintains current knowledge of state, federal, and/or local regulations and best practices regarding elections, Political Reform Act, public meetings, municipal city clerk, and public records management.
- Administers the department budget.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: a bachelor's degree in public or business administration, information technology, records management, or a closely related field from an accredited college or university; AND at least five (5) years of progressively responsible managerial experience in or related to a municipal agency at a level equal to Deputy City Clerk/Assistant City Clerk, including three (3) years of supervisory experience; AND certification as a Master Municipal Clerk (MMC).

**Knowledge and Skills in:** Principles, practices and procedures of City, state, and federal laws and processes as they relate to the City Clerk's office and the City Council; ability to compose correspondence on official actions with appropriate reference to City codes; extensive knowledge of modern office management principles, procedures, and methods including computers, equipment, and records management and retention; ability to deal effectively and courteously with City and other agency staff and the public; demonstrated management and supervisory principles and practices, including training, evaluation and

discipline methods; excellent administrative and communication skills; extensive knowledge of election and related laws and with political reform requirement.

**Ability to:** Plan, organize and direct the activities of the City Clerk's Office. Interpret and apply laws, rules, and regulations relating to the various aspects of City government; analyze and solve problems of organization and management; maintain complex records; plan, train, organize, direct, and evaluate the performance of subordinate staff; communicate clearly and concisely, both orally and in writing; work independently; establish and maintain effective, responsive, and cooperative working relations with elected and appointed officials, the public, and all levels of staff.

### **LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

A current license as a Notary Public issued by the State of California at the time of appointment.

Possession of a valid California Class C driver's license or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county.