



ASSISTANT TO THE CITY MANAGER / CITY CLERK

Department:	City Manager	FLSA Status:	Exempt
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GENERAL PURPOSE: Plans, coordinates, and manages the operations and activities of the City Clerk’s Office; oversees the preparation and maintenance of the City’s official records; processes public records requests; under the direction of the City Manager provides staff support to the City Manager and City Council; coordinates and conducts special projects; participates in coordinating the City’s personnel and risk management functions; administers and coordinates the City’s Safety Program; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the day-to-day operations of the City Clerk’s Office including records management, elections administration, and regulatory reporting.
- Leads and participates in the development, implementation, and administration of City Clerk’s Office policies and procedures; establishes goal, priorities, and objectives for the Office.
- Provides assistance in reviewing and revising City-wide policies and procedures as required.
- Participates in developing, administering, and monitoring the budget for the City Clerk’s Office.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Manages and maintains the City’s official records and documents in accordance with all regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records.
- Responds to and processes various types of requests for public records and information.
- Communicates and coordinates with the Fair Political Practices Commission (FPPC) regarding Conflict of Interest reporting.
- Provides administrative support to the City Manager and City Council; assists the City Manager with Council requests and reports; coordinates and conducts special projects as assigned.
- Supervises the preparation and distribution of City Council meeting agendas; attends City Council meetings and records official minutes.

JOB DESCRIPTION

Assistant to the City Manager/City Clerk

- Provides assistance in coordinating the City's recruiting, employee orientation, training, performance evaluation, health and benefits, and workers' compensation functions.
- Prepares, updates, and maintains the security of the City's personnel records and files.
- Coordinates and/or supervises the City's risk management function; reviews and/or processes liability and workers' compensation claims.
- Performs the duties of Safety Coordinator; administers the City's Safety Program; leads and/or participates in Safety Committee meetings.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business or Public Administration or related field; AND four years progressively responsible experience working in a City Clerk's Office, including two years supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Certification as a Certified Municipal Clerk (CMC) is desirable.

Required Knowledge of:

- City operations, policies, and procedures.
- Functions, policies, and procedures of the City Clerk's Office.
- Regulations governing municipal administrative operations.
- Principles and standards of records management.
- Human resources and risk management principles.
- General office equipment and standard computer software applications.
- Supervisory principles, practices, and methods.

Required Skill in:

- Overseeing and coordinating the daily operations of the City Clerk's Office.
- Serving as custodian of the City's official records and documents.
- Providing secretarial support and assistance to the City Manager and City Council.
- Coordinating the City's risk management and human resources functions.
- Administering and coordinating the City's Safety Program.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, vendors, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.