

CITY OF ARCADIA

CITY CLERK

DEFINITION

Under general direction, plan, organize, and supervise the activities of the Office of the City Clerk as determined by and in accordance with the Arcadia City Charter and relevant ordinances and laws of the State of California that are not in conflict with the City Charter; provides administrative and program oversight in the preparation of City Council agendas, minutes, actions, ordinances, and resolutions in the maintenance of official documents and records; coordinate municipal elections; direct the City's Records Management Program; provide responsible and complex administrative support for the City Council, Deputy City Manager, and City Manager; perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The City Clerk is a single position classification that is appointed by the City Manager. The incumbent has the responsibility to fulfill Arcadia's statutory responsibilities of a City Clerk, municipal elections, and records management, as well serve as the filing officer for the Fair Political Practices Commission. The City Clerk frequently exercises independent judgment and initiative, and performs the most advanced and complex administrative support to the City Council, Deputy City Manager, and City Manager.

SUPERVISION EXERCISED AND RECEIVED

May exercise functional supervision over staff, as assigned; receives supervision from the City Manager or Deputy City Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise the overall day to day job functions of the Office of the City Clerk, including implementation of goals, objectives, policies, procedures, and work standards.

As assigned, train staff in the Office of the City Clerk and other City staff.

Oversee and coordinate the City's boards and commissions program.

Ensure claims against the City and Public Records Act requests are received, tracked, and coordinated to provide timely responses.

Perform a variety of administrative and support tasks for the City Council, Deputy City Manager, and City Manager.

Assist and participate in the preparation of the City Clerk budget, as well as monitoring the budget(s).

Make appropriate decisions when presented with alternatives and/or recommendations made by assigned staff.

Serve as custodian of the official records, books, and minutes of the City Council. Manage and oversee legal administrative work; establishing record keeping systems including files and other storage or retrieval systems.

Attend City Council meetings and record all official proceedings; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the City Council; prepare minute orders, resolutions, agreements, proclamations, and ordinances in draft or final form; coordinate the review and approval of official actions with the City Council, the City Manager, citizens, community groups, and others.

Manage and maintain custody of official records and archives of the City, including ordinances, resolutions, contracts, agreements, deeds, insurance, and minutes; certify copies as required; oversee the indexing, filing, and scheduling of documents for microfilming or other technological record keeping systems.

Administer Oath and Affirmation of public office; serve as Custodian of the City Seal.

Officiate at bid openings; direct the preparation of contracts and agreements between the City and bidders.

Plan and conduct municipal elections; ensure conformance to election and government code; advise candidates, City officials, and designated employees of Political Reform Act filing requirements; serve as filing officer for the Fair Political Practices Commission; administer the City's Conflict of Interest Code; maintain documents for public inspection; order and maintain election supplies and equipment; respond to questions regarding campaign reporting requirements; work with the Registrar of Voters during election process; coordinate election management reporting through modem with the Registrar of Voters.

Oversee, receive and process formal petitions relating to initiatives, referendums, or recalls; examine and certify results; receive and process petitions relating to matters pertaining to the City.

Oversee the City's Electronic Document Management System (EDMS) and activities relating to the City's centralized records management program; oversee the preparation and maintenance of records retention schedules and provide information to City departments concerning records management.

Oversee and ensure maintenance of the City's Municipal Code, including placement and assignment of new article/section numbers to new revisions/additions to the Municipal Code; manage the maintenance of various codes and materials including administrative, procedural, and committee manuals.

Prepare staff reports and legal documents for consideration at City Council meetings; present and interpret data.

Oversee the official notification process to the public regarding public meetings and hearings, including legal advertising of notices.

Ensure response to citizen inquiries and provide the highest level support in any inquiry; manage and, where applicable prepare, research data for City Council, staff members, other governmental agencies, citizens, and news media.

Establish, maintain, and foster positive professional relationships with those contacted in the course of work.

Attend and participate in professional group meetings; ensure the Office of the City Clerk stays abreast of new trends and innovations in the field of municipal government.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Applicable Federal, State and local laws, codes, ordinances, and regulations, including the Brown Act, Public Records Act, Freedom of Information Act, Political Reform Act, election laws, political reform requirements, procedures for administering municipal elections, and standard legal references and their contents.

Principles and practices of supervision.

Principles and methods of records management and related legal requirements.

Practices used in minute taking and preparation.

Requirements of the various City boards and commissions.

Recordkeeping and budgeting practices.

Modern principles and practices of program management, development, and administration.

Principles of business letter writing and report preparation.

Skill/Ability to:

Manage and support the Citywide agenda process.

Develop and administer program budgets.

Manage multiple projects and complex tasks simultaneously.

Supervise and train assigned staff.

Establish, maintain, and foster positive professional relationships with those contacted in the course of work.

Deal tactfully and courteously with internal and external customers.

Effectively supervise the work of assigned staff and lead the daily functions of the Office of the City Clerk.

Exercise effective judgement; communicate clearly and concisely, both verbally and in writing; communicate effectively with staff, elected officials, lobbyists, legislators, and other government officials.

Communicate technical information including complex rules, regulations, legislation, and laws in a manner that is appropriate for the intended audience.

Provide information, organize material, and ensure maintenance of accurate and complete records in conformance with policies and legal requirements.

Interpret and apply the policies, procedures, laws, codes, public documents, contracts, ordinances, and regulations pertaining to assigned programs and functions.

Oversee the retention and destruction of official records in accordance with applicable laws and regulations.

Prepare official minutes, resolutions, and ordinances.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Experience:

Five (5) years of increasingly responsible City Clerk experience, of which at least one (1) year in a supervisory capacity in planning and conducting municipal elections, reviewing

City documents and contracts, and maintaining the City's Municipal code and official records.

Training:

A Certified Municipal Clerk designation is required within one year of appointment (Master Municipal Clerk designation is preferred). A Bachelor's degree from an accredited college or university in public administration, business administration, or a related field is highly desirable.

License or Certificate:

Possession of, or ability to obtain within one year of appointment, a Notary Public certificate.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; availability to attend evening meetings; ability to travel to different sites and locations.

Effective Date: April 2024