

Elected Official
For Descriptive Purposes Only

DEFINITION:

An elected position, in cooperation with administration, performs a variety of complex tasks required by management, the City Council, and State Law; prepares agenda and meeting sites for City Council meetings; maintains official City records and legal documents; conducts municipal elections.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the City Clerk include, but are not limited to, the following:

1. Performs various duties required for the publication, filing, indexing, and safeguarding of all City Council proceedings.

Measures: Timely, accurate, legal.

2. Attends meetings of the City Council, Boards and Commissions as may be required; takes and transcribes the Minutes, prepares Minutes for indexing, retention, and distribution.

Measures: Timely, accurate, complete.

3. Records and certifies resolutions, publishes and codifies all ordinances.

Measures: Timely, accurate.

4. Composes and prepares correspondence advising various individuals/groups of City Council actions.

Measures: Timely, accurate, tactful.

5. Notices, advertises and calendars public hearings; prepares a variety of other notices in accordance with City, State and Federal law.

Measures: Timely, accurate, legal.

6. At election time: receives and issues nomination papers, statements of qualifications and compliance statements for economic interest with candidates; establishes precinct locations; recruits precinct workers; orients candidates, and otherwise coordinates and directs election activities, including ordering appropriate supplies, the distribution of absentee ballots and the

counting of ballots, conducts election officers school; serves as a filing officer for economic interest and campaign disclosure statements.

Measures: Timely, accurate, legal compliance.

7. Receives petitions relating to initiative, referendum, or recall.

Measures: Legal compliance.

8. Coordinates office/department activities with other governmental agencies and outside organizations.

Measures: Effective communication.

9. Confers with residents, taxpayers, businesses, other individuals, groups, and outside agencies having an interest, or potential interest in the affairs of City concern; handles questions and complaints; researches issues and refers to appropriate department.

Measures: Timely, accurate, legal compliance, tactful.

10. Administers business license and dog license programs and issues miscellaneous permits.

Measures: Compliance, revenues collected.

11. Administers the City Clerk's Office.

Measures: Efficiency.

12. Administers archives program, serves as custodian of the official City records; certifies the authenticity of documents; plans and directs the maintenance, filing, safekeeping and preservation of all official municipal documents.

Measures: Legal compliance.

13. Acts as Secretary for Redding Area Bus Authority, Redding Housing Authority.

Measures: Timely, accurate.

14. Develops and implements office procedures and systems for records management.

Measures: Efficiency.

15. Performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

Ordinances, resolutions, and Government Code Sections as they relate to legal requirements of agenda preparation and posting, legal advertising and public hearings. The Municipal Code, elections, the Brown Act and Fair Political Practices Act; records management methods and principles; principles and practices of municipal organization and management including personnel management and supervision; budget preparation and control.

Ability to:

Interact effectively with the public and employees. Interpret city laws, city rules and procedures; provide information in compliance with laws, regulations and policies; effectively assist the public by promoting strong customer service; be diplomatic and maintain neutrality; communicate clearly and concisely, orally and in writing; be cooperative and responsive in working with the Council and other departments; promote a team-oriented approach; set clear departmental goals and objectives; effectively train and manage staff.

Education:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying; typical education includes an AA degree or equivalent college course work from an accredited college or university. Certified Municipal Clerk preferred.

Experience:

Minimum of five years of prior relevant experience in modern office and records management, including supervisory experience, preferably as a Deputy City Clerk.

Special Requirement:

Must be a registered voter and reside within the City limits, and be bondable.