

CITY CLERK
(Elected)

DEFINITION

To prepare and distribute City Council agendas; record and maintain proceedings of City Council meetings; maintain official City records; to conduct assist in the general municipal elections; and to perform or coordinate a variety of other administrative and secretarial duties for the City Council.

SUPERVISION RECEIVED AND EXERCISED

May receive administrative direction from the City Manager.

Exercises direct and indirect supervision over other secretarial and clerical staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Prior to Council meetings, schedule agenda items, prepare and process notices of public hearings, and finalize minutes of previous meetings; coordinate final agenda packet preparation, and respond to citizen inquiries.

Following Council meetings, attest, publish and post ordinances and resolutions; prepare and send out minutes; execute/acknowledge contracts, certify legal documents, coordinate recording of documents, and certifies maps.

Manage the City's record management program including serve as custodian of the official City records; plan and direct the maintenance, filing and safekeeping of all municipal documents.

Act as Secretary to the Antioch Development Agency.

Provide contract administration; supervise contract bid openings and performance bonds.

Coordinates municipal elections and certify the official results to the City Council.

Accept, log and process all claims filed against the City.

Prepare departmental budget; monitor on an on-going basis.

Administer the Fair Political Practices Program for the City.

Administer the oath of office to City personnel, City Council and Board/Commission members.

Register and maintain records of all City vehicles.

Perform related duties as assigned.

QUALIFICATIONS

This is an elected position, as such the only qualifications are that the individual be a registered voter in the City. The following qualifications, therefore are desirable, not required.

Knowledge of:

Appropriate state and local laws, e.g. government code.

Election laws and procedures, including voter registration requirements.

City Clerk's Handbooks

Modern office methods, procedures, filing systems and equipment.

Business English and letter writing.

Ability to:

Understand the operation and organization of a city, provide information and organize material on municipal laws, regulations and policies.

Meet the public and provide required information pleasantly and efficiently.

Supervise and train assigned personnel

Perform complex clerical work.

Communicate effectively and tactfully in both oral and written forms.

Establish and maintain complex and extensive record keeping and indexing systems and files.

Operate and use a variety of office equipment.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

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

Experience:

ELECTED POSITION

Education:

ELECTED POSITION

License or Certificate

Possession of a valid California State Driver's License.

Certified Municipal Clerk Certificate desirable.