

## JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	<b>ASSISTANT TO THE CITY MANAGER/ CITY CLERK</b>	
	Salary Level:	44
	FSLA Status:	Exempt
	Established:	February 2019

## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under administrative direction, plans, manages, oversees, and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as proscribed by statute; conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; relieves the City Manager of day-to-day duties associated with municipal operations; coordinates program activities with other City officials, departments, outside agencies, organizations, and the public; performs responsible and complex administrative work; conducts special studies; performs other related duties as required.

## DISTINGUISHING CHARACTERISTICS

The **Assistant to the City Manager/City Clerk** is the administrative management level classification which exercises full responsibility for all functions and operations of the City Clerk's Office, including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest. The incumbent also serves as office manager and provides administrative support to the City Administrator. This position is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for the City.

## SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager and policy direction from the City Council. Exercises direct supervision over assigned office support staff.

## ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job*

*descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Accepts full responsibility for all City Clerk's activities and services, including activities associated with the production, publication and maintenance of City records, agendas, and minutes relating to City Council, and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Assists the City Manager in administering policy set by the City Council; compiles and prepares the City Council Agenda; prepares written reports, procedures, and policy language for the City Manager.
- Develops, implements and maintains City Clerk goals, objectives, policies and procedures; supervises, trains, motivates and evaluates assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Keeps an accurate record of the proceedings of the City Council and related boards and commissions; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records; provides proof of publication of agendas, minutes and actions; updates the Municipal Code to reflect actions of the Council.
- Administers the City's Workers' Compensation program through the Risk Management Authority.
- Plans and directs the conduct of municipal elections; serves as liaison with County elections officials.
- Manages the City's payroll process, including the preparation and submittal of quarterly and annual tax returns; prepares and submit all PERS contribution reports.
- Reviews daily accounts receivable reports, appends and posts journal entries to the general ledger.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City Administrator, City Attorney and other filings with the Fair Political Practices Commission.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes, enforces and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.
- Serves as a resource for City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; develops and coordinates communications with the community to increase citizen accessibility to City records and information; updates public information on the City's website; coordinates the production of monthly reports.

- Conducts special projects as assigned by the City Manager.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **MIMIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant to the City Manager/City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in a City Clerk's office, including two years of administrative experience. An associate of arts degree in public or business administration or a closely related field is highly desirable.

### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

Possession of, or ability to obtain, certification as a Certified Municipal Clerk.

### **Knowledge of:**

- Principles, practices and techniques of municipal administration;
- Principles of records management and elections;
- Principles and practices of budget administration;
- Methods and techniques of supervision, training and motivation;
- Basic principles of mathematics;
- Applicable federal, state and local laws, codes and regulations;
- Methods and techniques of scheduling work assignments;
- Standard office procedures, practices and equipment;
- Modern office practices, methods and equipment, including a computer and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling and grammar;
- Occupational hazards and standard safety practices.

### **Skill in:**

- Plan, organize, direct and perform the duties of the City Clerk's Office and the City Manager's Office;
- Develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels;
- Plan, organize, train, evaluate and direct work of assigned staff;
- Perform mathematical calculations quickly and accurately;
- Interpret, explain and apply applicable laws, codes and regulations;
- Read, interpret and record data accurately;
- Organize, prioritize and follow-up on work assignments;
- Work independently and as part of a team;
- Make sound decisions within established guidelines;
- Analyze a complex issue, and develop and implement an appropriate response;

- Conduct research and prepare a variety of written reports;
- Follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.

#### **NECESSARY SPECIAL REQUIREMENTS**

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

#### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### **Physical Conditions:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit or stand for prolonged periods of time, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

##### **Environmental conditions:**

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually low to moderate.