

City of South San Francisco
Human Resources Department

City Clerk
Class Description

Definition

Under legislative authority, executive-level policy direction, and administrative direction, organizes and maintains official City documents and records; prepares agendas of City Council meetings; takes and transcribes the minutes of City Council meetings; organizes and directs the work of staff; and does related work as required.

Distinguishing Characteristics

This is an elected position, serving in a department head capacity. It is distinguished from other classifications in the City in that an appointment is made every four years by the will of the voters.

Typical and Important Duties

1. Directs and participates in the development and implementation of goals, objective policies, procedures, and priorities.
2. Maintains custody of official City documents and records.
3. Provides certified copies of City documents and records.
4. Attends regular and special meetings of the City Council to record proceeding.
5. Attests ordinances and resolutions; affixes City seal to documents.
6. Manages compliance with City/State conflict of interest and election laws.
7. Countersigns City bonds; prepares agenda for City Council meetings.
8. Prepares and submits reports and recommendations, plus provides technical advice to the City Manager, City Council, and all Boards and Commissions.
9. Prepares work schedules; assigns work; evaluates, and reviews the work of subordinates; trains staff in the proper methods of carrying out assigned tasks; and solves difficult problems encountered by the staff.
10. Investigates complaints from the public concerning the work unit; takes appropriate action.
11. Prepares and administers the departmental budget, monitors expenditures, and makes adjustments as necessary.
12. Receives and processes all claims, subpoenas filed against the City.
13. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Ordinances, resolutions, and laws affecting the operations, including those regulating the registration of voters and the conducts of elections.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.

- Codes, regulations, policies, and procedures related to the work.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Public record acts and Roberts Rules of Order for legislative bodies.
- Principles and practices of program administration, including budgeting, and purchasing.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

Ability to:

- Interpret and work in accordance with ordinances, resolutions, and laws affecting routine to complex administrative detail.
- Plan and direct the maintenance of complete City records; establish and maintain a records management system.
- Plan and supervise the work of others; direct the work of support staff; train staff in work procedures.
- Compose agendas, minutes, correspondence, and reports independently or from brief instructions.
- Record meeting business and transcribe the recording for official meeting minutes.
- Acquire a thorough knowledge of applicable City and departmental policies and procedures.
- Learn, understand, and work within a municipal government.
- Provide appropriate advice and assistance on problems to obtain effective results.
- Coordinate various projects with other City employees and public officials.
- Review organizational and administrative problems and recommend and implement an effective course of action.
- Develop and manage a budget; make accurate arithmetic and statistical calculations; monitor monthly budget expenditures.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships within the department with other department heads and with the general public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures; develop and implement procedures and systems.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Provide varied, responsible, and often confidential administrative work requiring the use of independent judgment, tact, and discretion.

- Organize own work, set priorities, meet critical deadlines, and follow-up with a minimum of direction.
- Analyze and resolve office administrative and procedural problems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment; organize own work, set priorities, meet critical deadlines, and follow-up on issues.

Skill in:

- Word processing with speed and accuracy sufficient to perform the work.
- Data entry into standard computer format with speed and accuracy sufficient to perform the work.
- Rapid note taking and accurate transcription of own notes.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities. This is an elected position, but the ideal candidate would have the following or gain the knowledge, skills, and abilities in this typical way:

Experience:

Five years of progressively more responsible administrative experience.

Training:

Equivalent to graduation from high school, supplemented by additional college coursework in business administration.

Licenses and Certificates

All licenses and certificates must be maintained.

- Possession of, or ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment:

Mobility to work in a typical office and/or field setting.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off- shift

work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Additional Information:

- Approved: January 1970
- Revised Date: July 1997, May 2003
- Former Titles:
- Abolished:
- Bargaining Unit: Elected
- DOT: No
- Status: Elected
- Job Code: E100