

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **CITY CLERK**

REPORTS TO: **Administrative Services Director** **TYPE:** **Mid-Management-Exempt**

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in this classification. Specifications are not to reflect all duties performed within the job.

POSITION SUMMARY:

Under general direction of the Administrative Services Director, performs the required activities and operations of the City Clerk's Office, including maintenance and retention of official records and documents including contracts, resolutions and ordinances, coordinates election activities; conducts bid openings; coordinates assigned activities with other City departments and outside agencies and provides complex administrative support to the City Manager, City Attorney, Mayor and members of the City Council, and Administrative Services Director. Also holds the position of District Clerk to the Fort Bragg Municipal Improvement District No.1 and Secretary to the Fort Bragg Redevelopment Successor Agency.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Sitting and use of hands for typing for extended periods of time, reading, comprehending and writing; giving and receiving oral instructions; respectful oral communication with public; visual observation at meetings and of computer screens; ability to frequently work long hours including evenings and weekends; driving a motor vehicle, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders not to exceed 30 pounds, answering telephone. Requires the ability to give and receive oral information; the ability to climb flights of stairs: computer literacy using diverse programs.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time as an executive assistant performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Administrative Employee."

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends all meetings of the City Council and related commissions and committees, including hearings and other meetings as required, takes, transcribes and certifies minutes;
- Prepares written proclamations, resolutions, and ordinances.
- Assists with preparation and distribution of Council and Committee agenda materials; provides agendas to public and coordinates coverage of City Council meetings on the City's website.
- Schedules and performs legally required activities for matters such as annexation, bond issues, bids, elections and hearings.
- Plans, organizes, administers, reviews and evaluates the work of staff.

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- Contributes to the overall quality of the Administrative Services Department by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Serves as the official custodian of records of the City, including administration of the City's Records Management and Retention Program, Document Imaging System and paper and electronic archives.
- Assists in the preparation and management of City contracts and agreements, correspondence, qualified lists of contractors, requests for proposals, bid specifications and other projects, including tracking effective dates and compliance with insurance requirements.
- Monitors and updates the City's website and social media sites.
- Assists management staff with technical and administrative work related to codes, ordinances and regulations.
- Serves as Elections Official for City and conducts or assists County in the conduct of City elections and voter registration.
- Monitors compliance with Fair Political Practices Commission requirements.
- Prepares and updates the Municipal Code and ordinances for codification.
- Provides the public with information on the provisions of the Municipal Code.
- Maintains logs of all deeds and easements.
- Coordinates with other City departments and facilitates disposition of surplus property.
- Proofs, checks, and files affidavits of publication.
- Administers oaths of office.
- Receives and processes liability claims; Monitors certificates of insurance, maintaining records and advising the public/contractors/staff on required content and form.
- Administers various activities requiring permits such as special events.
- Arranges meetings, conferences and civic functions.
- Administers activities assigned by the City Council, City Manager, and Administrative Services Director.
- Initiates and prepares correspondence as requested or required; including Press Releases.
- Assists with the performance of those duties as prescribed by law in Title 4 of the California Government Code and Chapter 2.08 of the Fort Bragg Municipal Code.
- Assists with coordination and provision of legal services including the preparation of required public notices.
- Performs other related duties as required.

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MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, keyboard, personal computer and programs such as Microsoft Office; Publisher and Page Maker, telephone, typewriter, FAX machine, calculator (10-key tape type), copier, postage meter, printer, binding machine.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- English usage, grammar, spelling and punctuation; modern office practices and procedures, including utilization of word processing and spread sheet applications and operation of standard office equipment.
- Principles and practices of municipal organization, including Municipal Code structure and maintenance.
- Basic provisions of the public contracts code.
- The principles of supervision, training and employee development.
- Principles, practices and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- Functions, authority, responsibilities and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention and disclosure.
- Applicable Federal, State, and local laws, codes and regulations, including election laws and requirements of the State Fair Political Practices Commission.
- Principles and practices related to parliamentary procedure and conflict of interest.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Make independent judgments in applying complex laws, rules and regulations.
- Perform and manage difficult, complex and responsible administrative and clerical work involving the use of judgement and personal initiative; monitor and meet deadlines.
- Prepare clear, concise and complete minutes, documentation, and other reports and correspondence.
- Handle confidential material in an effective manner; work cooperatively with other departments, City Officials, the public and outside agencies; interpret and apply administrative and departmental policies, laws and rules.
- Communicate effectively, both orally and in writing; foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain complex record keeping systems.
- Sit for long periods of time, possibly up to 5 hours; attend evening or weekend meetings as required.
- Multi-task and prioritize.

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- Type accurately from oral dictation, clear copy or audio recordings at a speed of not less than 50 words per minute.
- Exercise a critical approach to the regular routine of work and make suggestions for improvements.
- Plan, organize, schedule, assign, train, review evaluate the work of staff.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Public Administration, Business Administration or related field.
- Five years of increasingly responsible and complex administrative, secretarial and clerical experience.
- Obtain the Certified Municipal Clerk (CMC) Certificate within 30 months of appointment.
- Possession of a valid Class C or higher California driver's license.

DESIRABLE EXPERIENCE/EDUCATION:

- Certified Municipal Clerk (CMC);and;
- Experience performing increasingly responsible and complex administrative, secretarial and clerical experience for a public agency.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodation, due to a qualifying disability.*