

## CITY OF RIO VISTA

### CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under legislative authority and executive policy direction, the City Clerk performs department head-level duties for all functions of the Office of the City Clerk prescribed in the City's Municipal Code, State Constitution, Government Code, Elections Code, and the Fair Political Practices Commission Regulations. Initiates, develops, and implements policies and procedures to effect efficiencies and compliance to a variety of mandates. Conducts elections, administers campaign disclosure and economic interest filings required by the Fair Political Practices Commission; maintains and disseminates records of actions of the City Council via adopted ordinances, resolutions, policies or, contracts/agreements..

#### **DISTINGUISHING CHARACTERISTICS:**

This is a single-position department head-level classification. The City Clerk is appointed by the City Manager with the approval of the City Council and serves as the principal city official in the Office of the City Clerk. Scope of responsibilities is analytical and complex in nature, involving highly specialized technical knowledge related to the administration of local government. The incumbent has functional authority/responsibility for overseeing activities that have a citywide day-to-day operation of the Office. The incumbent serves as the liaison between members of the City Council and the public.

#### **SUPERVISION RECEIVED AND EXERCISED**

Under legislative authority and executive level policy direction, the City Clerk's authority and responsibilities are primarily established by State Law.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establishes department goals, objectives, policies and priorities and identifies resource needs
- Develops and monitors the City Clerk's Office budget.
- Manages the City Council meeting agenda process ensuring compliance to all transparency laws to provide access to meeting materials to the public within the mandated timelines.
- Serves as the Elections Official, coordinating the even-year consolidated general municipal election with the Solano County Registrar of Voters and managing any special

election necessitated by a qualified filing of an initiative petition, a recall petition or a referendum petition.

- Serves as custodian of official City records and public documents; performs attestation or certification for the City as required on legal documents and other records requiring such certification and/or affixing of the City seal.
- Attends regular and special city council meetings and produces action minutes
- Acts as filing officer for monitoring campaign statements and economic disclosure filings of city officials covered in the Conflict of Interest Code.
- Administers the provisions of the Political Reform Act and the Freedom of Information Act.
- Directs the posting and publication of required legal notices, in accordance applicable laws..
- Coordinates the annual codification of adopted municipal ordinances with the codifier to update the Rio Vista Municipal Code.
- Administers Oath of Allegiance to elected officials, city officials, and public safety personnel.
- Coordinates the biennial update to the City's Conflict of Interest Code and the annual appointments of Council Members to other agency boards
- Attends conferences and regional meetings to keep updated on new policies, laws, and/or mandates affecting the scope of responsibilities of a City Clerk.

#### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, fine penmanship, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Clerk**. Minimum requirements include a high school diploma or equivalent and completion of sixty (60) college level units in public administration, business administration or a closely-related field. Possession of Certified Municipal Clerk (CMC) designation and/or a four-year degree highly desirable.

Minimum three (3) years; five (5) years experience preferred in performing responsible and complex executive level duties in a City Clerk's Office

#### **License/Certificate:**

Adopted: May 25, 2011  
Revised: October 13, 2016  
FLSA: Exempt

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

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

State Elections Code; State Government Code as it pertains to the office of City Clerk; filing provisions of the State Fair Political Practices Commission; the Brown Act; the Public Records Act, principles and practices of modern public administration; organization and functions of municipal government, including the roles of a Council/Manager form of government; principles and practices of records management, including records retention laws; modern office practices and procedures including business correspondence, filing and proficiency in Microsoft Office software applications.

**Ability to:**

Plan, coordinate and supervise and/or direct the duties of the City Clerk's Office; interpret and apply regulations, policies and procedures. Communicate clearly and concisely, both orally and in writing, prepare and administer a departmental budget; establish and maintain cooperative working relationships with elected officials, outside agencies, co-workers and the general public; demonstrate intellectual capabilities to make sound decisions; prepare and make effective presentations; work for prolonged periods of time; and work in a less than optimum public building.

**Skill to:**

Communicate well both in writing and orally and must be proficient in use of office computer and Microsoft Office software applications.