



CITY OF LEMON GROVE

Class Title: City Clerk
Department: City Manager

GENERAL PURPOSE

Under general direction of the City Manager performs the duties outlined in job description and manages specific functions in support of the City Council. Performs a broad variety of assignments having citywide impact.

DISTINGUISHING CHARACTERISTICS

This position is responsible for managing the City's official records and elections, as well as boards and commissions and general Council support in accordance with standard procedures, policies and statutory regulations, but there is wide latitude for independent action in the administration of the on-going day-to-day operations, in accordance with the City ordinances, Federal and State law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform all functions of the City Clerk.
- Oversees the City's Official Records and Records Management program.
- Prepares City Council documents, postings and agendas, ensuring compliance with the Brown Act, Public Records Act, Political Reform Act, and all applicable Federal, State, and local laws pertaining to Clerk operations and records.
- Coordinates all functions associated with the implementation and certification of City elections.
- Maintains and updates conflict of interest code policy and procedures.
- Performs other special studies as assigned.

MINIMUM QUALIFICATIONS

- Any combination of education and experience equivalent to a Bachelor's degree.
- Five years of experience with increasing responsibility as a City Clerk, Deputy City Clerk or aide to an elected or appointed board; and/or experience with duties similar to the essential functions of this classification.
- Certification as a Municipal Clerk (C.M.C.) preferred or participation in training leading to certification desirable. Certification is required within four years of date of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- State election laws and procedures;
- principles and current developments in public administration;
- principles and practices of management, organization and budgeting;
- functions of local government.

Skill in:

- working well with elected officials, city employees, and the public;
- oral and written communications;
- interpreting regulations, laws and guidelines;
- understanding of the State and/or Federal legislative process;
- exercising tact, diplomacy, political awareness;
- performing detail-oriented work;
- developing and managing program budgets;
- time management and organization of work;
- managing interpersonal relationships.

Ability to:

- communicate effectively with the public, staff and elected officials in the administration of complex, detailed laws and regulations;
- perform duties for periods longer than the normal eight-hour work day or more than five days per week, and on nights, weekends, or holidays;
- work effectively in stressful and time-sensitive situations;
- use independent reasoning to solve complex problems;
- exercise judgment and make sensible decisions;
- perform the essential functions of this classification.

TOOLS AND EQUIPMENT USED

Basic office equipment, including office telephone, personal computer, printer, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein 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 job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to elected officials, vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may

be corrected) to read small print often found on contracts and other documents. Operate a multitude of office equipment.

WORK ENVIRONMENT

- Generally quiet office environment that can be fast paced; and
- Minor travel where use of personal vehicle may be required.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: 6-20-2006