

CLASSIFICATION SPECIFICATION FOR: CLERK ADMINISTRATOR

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

POSITION SUMMARY

Under administrative direction of the Town Manager, manages and coordinates the activities of the Town Clerk Program, which includes maintaining the Town's legislative history; organizing and conducting municipal elections; ensuring compliance with the Political Reform Act; preparing legislative minutes; providing administrative support for Town Council meetings; and administering the Town's Records Retention policies and programs.

DISTINGUISHING CHARACTERISTICS

This position is a management position responsible for the supervision and accountability of the day-to-day operations of the Town Clerk Program. This classification is distinguished from lower classifications in the Clerk's office in that the position supervises others and exercises greater judgment in the interpretation of codes, policies and standards.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, manages and administers the activities of the Town Clerk Program, including the management and preservation of official public documents and records.
2. Coordinates and maintains a comprehensive records management program for the storage, retrieval and appropriate disposal of digital and imaged media, audio and/or paper files.
3. Provides assistance in the response to public records requests.
4. Conducts general municipal and special elections in accordance with Town ordinances and State Elections Code and provides information guides on the election process.
5. Prepares and publishes legal notices of public meetings and hearings in accordance with State and local requirements.
6. Coordinates with the Town Manager's Office for the preparation of agendas and supporting information for Council meetings.
7. Attends Council meetings; prepares official minutes of the meeting and ensures posting of the minutes for public viewing.

8. Oversees compliance with the Political Reform Act and required filings; ensures compliance with Fair Political Practices Commission (FPPC) requirements, including the filing of Economic Interest Statements.
9. Directs the official publication of notices, bids and ordinances; officiates at bid openings and maintains contracts and agreements as public record.
10. Oversees the procedural elements of Town advisory bodies, including appointments, recruitments, legal notices, rosters, processing of applications and administration of the Oaths of Office.
11. Prepares data, conducts research and completes projects for the Town Manager, Town Attorney and departments;
12. Responsible for the supervision, evaluation and effective utilization of assigned staff.
13. May prepare and administer the budget for the Town Clerk Program.
14. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of a Bachelor's degree in public administration, political science, or other related field of study.
- Minimum of five (5) years of experience with increasing responsibility in office administration in a municipal setting.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Certification as a Municipal Clerk (CMC) or participant in Continuing Education for Public Officials program leading to Certification is highly desirable.
- Technology applications for agenda management and other clerk-related functions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Provisions of the State of California Government and Elections Codes, Ralph M. Brown Act, Political Reform Act, Parliamentary Procedure and other policies and procedures governing the actions of an elected Town Council.
- Town Municipal Code, ordinances, operations and requirements governing the general function of a municipal government and responsibilities of an elected Council and appointed boards and commissions.
- Records management; systems and workflow analysis.
- Contract Administration practices.
- Business English usage, vocabulary, punctuation, spelling and grammar.
- Budgetary practices and principles.

- Management and Supervisory principles and practices.

Skills and Abilities to:

- Organize, plan and schedule work to meet deadlines.
- Plan, organize, manage, direct and evaluate the work of assigned staff.
- Develop, implement administer and maintain administrative policies, procedures, programs and regulations.
- Interpret and apply policies, laws and regulations.
- Serve as a historical and legislative resource for the Town Council, administration, internal staff and the public.
- Communicate effectively with the public, staff and elected officials in the administration of complex ordinances, rules and policies.
- Establish and maintain effective working relationships with other departments, outside agencies, and the general public.
- Prepare clear and accurate minutes, reports, correspondence and other written materials.
- Attend Council and other meetings during other than normal work hours as required.
- Keep up-to-date with current developments in Government Code, Election Law, FPPC requirements and Town regulations.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting and standing for extended periods of time; some walking, reaching, twisting, and turning; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee works indoors in an office environment in direct contact with other Town personnel and the public.

Representation: Mgmt At-Will (Unrepresented)	EEOC Category: Administrative	FLSA: Exempt
History 2008: Class established to replace Elected Town Clerk 2011: Revised 2013: Revised		