

CITY OF BELMONT

CITYCLERK

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

DEFINITION

To direct, manage, supervise and coordinate the programs and activities of the City Clerk's Office; to serve as elected official; to direct the compilation, retention and maintenance of all documents and records related to the City Council, commissions and committees; to supervise a comprehensive records management program; and to provide highly responsible and complex administrative support to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager and City Council. Exercises direct supervision over lower level administrative staff.

ESSENTIAL FUNCTION STATEMENTS - *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and surety documents, minutes and legal library; certify copies as required.
2. Act as custodian of the City's seal, vital documents and records; supervise the management of the City's records management program and indexing and filing systems; ensure compliance with appropriate guidelines for records retention and disposition.
3. Coordinate and attend all meetings of the City Council; coordinate and participate in the preparation, review, and editing of City Council agenda, minutes, and staff reports; ensure compliance with legal requirements.
4. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned area; recommend and administer policies and procedures.
5. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.
6. Plan, direct, coordinate and review the work plan for assigned services; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and participate in the development and administration of the City Clerk's Office budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
9. Perform conflict of interest and campaign fund reporting functions.

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Essential Functions (continued):

10. Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums or recalls; examine and certify results.
11. Coordinate and conduct all regular and special municipal elections; prepare appropriate resolutions and ordinances for Council adoption; prepare election booklet and all forms necessary for candidates to run for office; research election laws; administer all election-related processes, initiatives, recalls and referendums; register voters.
12. Compose and oversee the preparation of resolutions, ordinances, commendations, proclamations reports and correspondence to citizens, legislators and various agencies; compose administrative and legislative policies for Council and City Manager approval.
13. Oversee legal publishing, posting and mailings; review documents to ensure compliance with legal requirements; forward to appropriate office.
14. Provide official notification to the public regarding public hearings including legal advertising of notices; attest, publish, index and file ordinances and resolutions.
15. Receive and file claims, subpoenas and summons; prepare and certify information and/or provide disposition.
16. Administer oaths, affirmations, acknowledgments and certifications.
17. Serve as liaison for the City Clerk's Office with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
18. Provide responsible staff assistance to the City Manager; provide staff support to boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of the City Clerk's Office.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of records management including records retention laws, policies and procedures.
- Modern office procedures, methods and equipment.
- Business English and mathematics.
- Principles and methods of record keeping and report writing.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Manage, direct and coordinate the work of lower level staff. Ability to:
- Select, supervise, train and evaluate staff.

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- Oversee and direct the operations, services and activities of the City Clerk's Office.
- Develop and administer an efficient records management system.
- Comply with all posting and publication guidelines.
- Conduct all regular and special municipal elections.
- Develop and administer, program goals, objectives and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Operate and use modern office equipment including and supporting word processing and spreadsheet applications.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing,
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical duties appropriate to successful performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative experience in the fields of records management, including a minimum of two years in a City Clerk's Office.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, or a related field.