



CITY CLERK SERVICES MANAGER

DEFINITION

Under general direction, prepares City Council agendas and minutes, conducts municipal elections, ensures compliance with the Brown Act, Public Records Act and Fair Political Practices Commission regulations and manages city's Records Retention and General Liability Programs.

SUPERVISION EXERCISED

Supervises subordinate personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Prepare City Council, Redevelopment Agency, Fire District, Finance Authority, Public Facilities Corporation, Harvey House Foundation and RAS Sportspark agendas and minutes.

Proofread agenda reports prepared by other staff members.

Attests/signs all documents approved by the City Council.

Ensure compliance with Brown Act by timely posting/publishing meeting notifications, public hearing notices and ordinances.

Respond and coordinate responses to Public Information Record Act requests.

Ensure compliance with Fair Political Practices Commission by distributing, collecting and filing form 700 Conflict of Interest statements and City Council candidate forms.

Coordinate process for appointed officers in accordance with the Maddy Act.

Coordinate and conduct municipal elections.

Oversee the City's municipal records management program.

Develop and maintain records retention program.

Manage General Liability claims.

Responsible for Business License and Transient Occupancy Tax collections.

Oversee the City's front desk informational receptionist and cashiering operations.

Participate in development of policy, goals, objectives and strategic planning.

Train, supervise evaluate and discipline subordinate personnel.

Prepare and monitor budget.

Coordinate community meetings and special events.

Serve as liaison and coordinator of the Barstow Youth Advisory Council.

Research internal and external requests for historical and current information.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Although Barstow residents elect the City Clerk who is generally a City employee, the incumbent in this classification provides all duties of a City Clerk and would do so regardless of elected status.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Municipal records management and retention policies, procedures and laws.

Federal, State and local laws including but not limited to the Brown Act, Public Records Act, Fair Political Practices Commission and Maddy Act.

Principles of budget preparation and monitoring.

Principles of supervising, training, evaluating and disciplining subordinate personnel.

Office practices, procedures and equipment.

Ability and Skill to:

Type at a speed of 60 words per minute.

Transcribe minutes.

Train, supervise, evaluate and discipline subordinate personnel.

Analyze problems and identify and implement solutions.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to records retention and requests, elections, and conflict of interest.

Manage and coordinate work of others

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in Business or Public Administration or related field and five (5) years increasingly responsible experience in municipal records management including five (5) years supervisory experience.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record. Possession of a Certified Municipal Clerk (CMC) Certificate and Notary Public Certificate.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.