



REPORT TO CITY COUNCIL

Approved by:

Wendy Silva
Wendy Silva, Director of Human Resources

Arnoldo Rodriguez
Arnoldo Rodriguez, City Manager

Council Meeting of: April 17, 2019

Agenda Number: B-3

SUBJECT:

Consideration of a Resolution Amending the City of Madera Classification Plan to Update the City Clerk Job Description

RECOMMENDATION:

It is recommended the City Council (Council) adopt the resolution modifying the job description for the position of City Clerk.

SUMMARY:

The Council Ad Hoc Committee for the City Clerk Recruitment has reviewed the existing job description for City Clerk and is recommending updates as shown in the red-line, strike-out version of the job description captured in Exhibit 1 to this report. Exhibit 2 contains a clean copy of the proposed City Clerk job description.

DISCUSSION:

The Council appointed an Ad Hoc Committee consisting of Mayor Pro Tem Montes and Councilwoman Gallegos to oversee and provide direction to staff on the recruitment for City Clerk. As part of preparation for the recruitment, the Ad Hoc Committee reviewed the current job description for City Clerk, as well as job descriptions from other municipalities of similar size. The Ad Hoc Committee is recommending modifications as shown in Exhibit 1.

FINANCIAL IMPACT:

Modification of the job description has no financial impact.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

Job descriptions for City employees are not addressed in the vision or action plan; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

If the Council does not take action on the resolution, the job description will remain unchanged. Council could also suggest additional modifications to the job description.

ATTACHMENTS:

1. Exhibit 1: Red-line, strike-out version of the proposed City Clerk job description
2. Exhibit 2: Clean copy of the proposed City Clerk job description
3. Resolution amending the City of Madera Classification Plan relative to the City Clerk job description

CITY OF MADERA**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 ~~policy~~ direction, plans, manages, oversees and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as proscribed by statute; coordinates program activities with other City officials or outside agencies; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Clerk** is a City Council appointed, at-will management level class which oversees all functions and operations of the City Clerk's Office, including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and elections related activities. The position serves as a collaborative member of the City's management team.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the City Council; receives administrative direction from the City Manager. Incumbents ~~may~~ provide direct supervision over office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervises, oversees and participates in the preparation and distribution of City Council agendas, minutes, and correspondence, and the maintenance of a comprehensive indexing and filing system for Council action and directives. May provide these same services for any board or authority for which the members of the City Council sit as the governing body, such as the Madera Public Financing Authority, the Madera Groundwater Sustainability Agency, and similar organizations.
- Provides exceptional customer service to coworkers, internal customers and the public.
- Accepts full responsibility for all City Clerk's Office activities and services including activities associated with the production, publication and maintenance of City records, agendas, and minutes relating to City Council and other board and commission activities.
- Develops, implements and maintains City Clerk's Office goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.

- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Keeps an accurate record of the proceedings of the City Council; updates the Municipal Code to reflect actions of the Council.
- Maintains records of bonds and trust deposits filed with or assigned to the City to guarantee improvements; assures proper release of bonds and deposits.
- Participates in meetings and conferences with other department administrators, public officials and agencies, private citizens and professional groups to discuss issues and resolve problems.
- Administers oaths or affirmations; certifies authenticity of municipal corporate documents for public officials, governmental agencies, courts and the general public including ordinances, resolutions, agreements, deeds and other official documents.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City ~~Administrator~~Manager, City Attorney and Planning Commissioner filings with the Fair Political Practices Commission (FPPC). Maintains the City's Conflict of Interest Policy and ensures said policy is regularly reviewed for compliance with FPPC rules and regulations; recommends policy changes and/or updates to the City Council as needed.
- Supervises and oversees receipt of requests for information under the Public Records Act, including coordination of production of public records from City departments, divisions and personnel, and coordinating legal review of documents to be produced to ensure compliance with laws, policies and regulations. Ensures requesters receive prompt acknowledgement to requests, and provides appropriate communication on the anticipated production schedule for the applicable request.
- Provides a variety of information-gathering and records-retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings.
- Represents the City Clerk's Office to other programs and organizations; coordinates program activities with other City programs and organizations.
- Serves as a resource for program personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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 and fine coordination in preparing statistical reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person.

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience providing executive secretarial support or management of complex records, and a high school diploma or equivalent. College-level study in secretarial science, business or public administration is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Certified Municipal Clerk certification is desirable. Possession of, or the ability to obtain, a California Notary Public certification.

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

Knowledge of:

Applicable federal law; elections and government code relating to the production, publication, posting and retention of public records; Fair Political Practice Act requirements for conflict of interest filings; principles of office administration, management, supervision, public relations, training and performance evaluations; modern office practices, procedures, and equipment; correct usage of English language grammar in both oral and written communication.

Ability to:

Plan, organize, and perform the duties of the City Clerk's Office; accurately index, file, certify and maintain records; prepare, post and maintain public documents and notices in compliance with legal requirements; meet public officials and private citizens, provide information, and organize material in compliance with laws, regulations, policies and procedures; communicate clearly and concisely both orally and in writing; establish and

maintain effective working relationships; provide excellent customer service in a professional manner.

Skill to:

Operate an office computer and a variety of word processing and software applications; type accurately from clear copy at a rate of 65 words per minuteutilize agenda preparation and management software; review and proofread documents for grammar and spelling corrections.

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Skill to:

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RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA AMENDING THE CITY OF MADERA CLASSIFICATION PLAN TO UPDATE THE CITY CLERK JOB DESCRIPTION

WHEREAS, the City of Madera maintains an Employee Classification Plan adopted by Resolution No. 00-13; and

WHEREAS, from time to time it is appropriate to review individual job descriptions within the adopted Classification Plan to ensure the job description is current and relative to the City's needs; and

WHEREAS, the City Council appointed an Ad Hoc Committee consisting of Councilwoman Gallegos and Mayor Pro Tem Montes to oversee and direct staff regarding the City Clerk recruitment; and

WHEREAS, the City Clerk job description has been reviewed as part of the routine recruitment preparation process, and updates are recommended by the Council Ad Hoc Committee.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, and orders as follows:

1. The above recitals are true and correct.
2. The Employee Classification Plan adopted by Resolution No. 00-13 is hereby amended by the modification of the City Clerk job description. The updated job description is on file with the Office of the City Clerk and referred to for more particulars.
3. This resolution is effective immediately upon adoption.

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