

**City of Imperial Beach  
Position Description**

**Title:** City Clerk  
**Department:** City Clerk  
**Division:** Management

**GENERAL PURPOSE**

Provides a variety of routine and complex professional and managerial duties, executes administrative tasks as prescribed by the Government Code; administers municipal elections; maintains and disseminates records of actions of governing bodies, municipal ordinances, resolutions, codes and other official government documents.

**SUPERVISION RECEIVED**

Works under general supervision of the City Manager

**SUPERVISION EXERCISED**

Exercises supervision over clerical and other staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Coordinates and directs the posting, mailing and publication of legally required notices of public hearings, including City Council, committee, special agency, and authorities meetings, in accordance with the Brown Act.

Administers recruitment and selection process for members of city boards and commissions.

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Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds bonds or other documents requiring city certification; catalogs and files all city records.

Attends regular and special city council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Coordinates the bid process for City projects; disseminate, receive and open bids. Oversees the codification of ordinances into the municipal code.

Administers the City's computerized and manual records management programs; coordinates and supervises the records storage system in compliance with legal and policy requirements for records retention and disposition

Participates as a member of the City's management team; attends and participates in management meetings; assists in planning and implementing administrative and other projects; assures that City policies and procedures are followed; Maintains custody of the City seal.

Plans, Organizes, and administers municipal elections; provide information forms and assistance to candidates and employees regarding the Political Reform Act; Administer Oath of office to elected and appointed officials; Select, supervise. Train and evaluate assigned staff; develop and administer the departmental budget; manage the receipt and processing of petitions relating to initiatives, recalls and referendums.

Serves as a notary public for City documents.

Produces City Newsletter.

Provides public records and information to citizens, civic groups, the media and other agencies as requested, covered under the Public records Act.

Receives claims, subpoenas & summons on behalf of the City.

Identify and respond to concerns, issues and needs of the City Manger, Assistant to the City Manager, City Council and Community as appropriate.

**PERIPHERAL DUTIES**

May serve as Acting City Manager as deemed necessary; Performs other related duties and responsibilities as assigned by City Manager.

**DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience**

- (A) Equivalent to a bachelors degree from an accredited college or university with major course work in Public administration, business administration, or a related field.
- (B) Five (5) years of progressively responsible experience including supervisory experience preferably as a Deputy City Clerk or in an administrative position in a government agency. Certified Municipal Clerk Certificate desired.

**KNOWLEDGE OF**

Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;

Skill in operation of listed tools and equipment;

Ability to accurately record and maintain records;

Ability to establish and maintain effective working relationships with employees, other departments, officials and the public;

Ability to communicate effectively verbally and in writing;

Ability to plan, organize and supervise clerical workers and assigned staff.

Knowledge of Government Code of California, Election rules and procedures, requirements of Brown Act & Parliamentary procedure and practice of office management.

**SPECIAL REQUIREMENTS**

- (A) Must be bondable;
- (B) Posses a Valid States Drivers License, or ability to obtain on first day of employment;
- (C) Obtain a notary public certification within six months of employment.

**TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

**PHYSICAL DEMANDS**

The physical demands described here 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 functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.