

CITY OF REDWOOD CITY CITY CLERK

DEFINITION

To plan, direct, supervise, and coordinate all activities of the City Clerk's Office; to provide legislative support services required for implementation of City policies; to provide information and maintain official City records; and to conduct municipal elections as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Council.

Responsibilities include direct and indirect supervision of staff assigned to the City Clerk's Office.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

1. Serve as Clerk to the City Council and Board of Equalization.
2. Manage clerical and administrative support to the Mayor and City Council Members, assisting with correspondence, reservations, and invitations.
3. Prepare City Council documents, postings and agendas, ensuring compliance with the Brown Act, Political Reform Act, and all federal, state and local laws pertaining to clerk operations and records.
4. Record and certify all ordinances and resolutions.
5. Draft proclamations as instructed by the City Council.
6. Conduct municipal elections in cooperation with the County of San Mateo.
7. Serve as a filing officer for Economic Interest and Campaign Disclosure statements.
8. Serve as custodian of the official City records; plan and direct the maintenance, filing, and safekeeping of all official municipal documents.
9. Supervise the preparation, organization, printing and distribution of the agenda for City Council meetings.
10. Manage annual recruitment of various City boards and commissions; set up interviews and advise of appointments.
11. Attend and take minutes at all Council meetings.

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12. Develop and implement office systems and procedures.
13. Provide notary service.
14. Administer Oaths of Office to elected and appointed City officials, department heads, and City employees.
15. Prepare and administer the department budget.
16. Assist the public and City staff by providing information and research assistance.
17. Coordinate City Clerk activities with other City departments and with outside agencies.
18. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable federal, state, and municipal laws and procedures.

Election laws and procedures.

Political reform requirements.

Business English, spelling and arithmetic.

Modern office practices, procedures, and equipment.

Principles of supervision, training, and performance evaluation.

Ability to:

Provide information and organize material in compliance with laws, regulations and policies.

Establish effective working relations with others including using discretion and good judgment in difficult and sensitive situations.

Meet the public and to understand their questions and provide information.

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train, and evaluate assigned staff.

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Meet appropriate physical demands necessary for adequate job performance.

Experience and Education:

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

Experience:

Five years of increasingly responsible experience in relevant and complex office administration, preferably in local government; including three years of supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration or a closely related field.

License or Certificate:

Possession of a valid California Driver's License.

Certification as a Municipal Clerk or participation in a program leading toward certification.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to: work in a standard office environment with some ability to sit for long periods of time, with prolonged exposure to a computer screen and extensive public contact; attend meetings outside normal work hours; travel to various locations within and outside the City of Redwood City.

Effective Date: October 22, 2007

Bargaining Group: Executive Management