

CITY OF FOLSOM

CITY CLERK

DEFINITION

Under general supervision, organize and direct functions of the City Clerk's Office as specified by the City Charter and as required by law.

SUPERVISION EXERCISED

Exercise direct and indirect supervision over lower level managerial, professional, technical, and/or clerical personnel.

DISTINGUISHING CHARACTERISTICS

The City Clerk is a single-position executive-level classification. Duties are administrative/analytical and usually difficult and complex in nature, involving highly specialized administrative, clerical, and supervisory duties related to the administration of the City government.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Attend City Council meetings and record the items before the council.
- Maintain the official minutes of all proceedings, records, ordinances, resolutions, contracts, property rights, and other official city documents and public records.
- Prepares the City Council agenda.
- Provide the required public notices for meetings and public hearings.
- Maintain and provide public access to all city public records.
- Attest, publish, post, index, and file ordinances and other city public records.
- Maintain the official city seal and archives.
- Administer and file oaths of office, affidavits, and official bonds.
- Certify city documents as being official copies.
- Process claims files.
- Plan, supervise, and conduct municipal elections.
- Receive petitions relating to initiative, referendum, or recall.
- Receive and direct documents addressed to the Mayor and/or City Council.
- Answer citizen inquires relative to the city government.
- Prepare documents for use by the Council.
- Maintain the Municipal Code Book.
- Notarize and certify city documents.
- Prepare and administer the City Clerk's departmental budget.
- Supervise, train, and evaluate assigned personnel.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- State Elections Code; State Government Code as it relates to the Office of the City Clerk.
- State Fair Political Practices Commission guidelines and procedures.
- The Brown Act.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Principles and practices of records management.
- Organization of municipal government.
- Principles and practices of budget preparation and administration.
- English grammar, vocabulary, spelling, and punctuation.
- Modern office procedures including computer equipment.
- Common word processing, spreadsheet, and database software; specialized software commonly used in a City Clerk’s office.

Ability to:

- Plan and coordinate the work of the office of the City Clerk.
- Develop and administer sound departmental policies.
- Make decisions in accordance with laws, regulations, and policies.
- Supervise, train, discipline, and evaluate subordinates.
- Prepare and administer a departmental budget.
- Analyze situations, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply city policies, procedures, rules, and regulations.
- Effectively communicate verbally and in writing.
- Maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor’s degree in business or public administration, or a closely related field from an accredited college or university.

Experience:

Five (5) years of full-time, increasingly responsible experience in a City Clerk’s operation, including two (2) years of full-time, administrative and supervisory experience.

License, Certificate, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of, or the ability to obtain, a Certified Municipal Clerk (CMC) certificate before date of appointment.
- Possession of, or the ability to become, a Notary Public of the State of California.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of a keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and co-worker contact; occasionally working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: