



November 2023
FLSA: EXEMPT

CITY CLERK/HUMAN RESOURCES MANAGER

DEFINITION

Under general guidance, oversees all City Clerk functions and activities, including the conduct of elections, the custody and access of public records, Council and Commission actions, the legal notification of various Council, commission, and committee meetings, and the preparation of agenda materials and minutes for public meetings; plans, organizes, manages, continuously improves, and provides administrative direction. Provides oversight for the City's human resources and personnel functions, including benefit administration, training and development, recruitment and selection, employee and employer relations, job analysis and classification, compensation and benefits strategy development and administration, employee performance evaluation and recognition, safety and regulatory compliance. Serves as the City's Risk Manager, including the City's insurance, risk management, and benefit programs. Provides highly responsible, complex, and administrative support and assistance to the City Administrator, City Council, and City management staff; and performs complex special projects as required.

SUPERVISION RECEIVED AND EXERCISED

The City Clerk is appointed by City Council. Receives general direction from the City Administrator. May exercise general supervision over assigned staff or projects.

CLASS CHARACTERISTICS

The single-position classification that is responsible for all activities of the City Clerk's Office, Risk Management for the City and Human Resources. Incumbents perform a variety of complex office administrative, project coordination, and management support work for Departments, City Administrator and City Council. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities, and the ability to conduct independent projects. Work in this class is distinguished from that of the Deputy City Clerk/Personnel Officer by the complexity of assignments received, supervisory responsibilities, and the greater independence in which an incumbent is expected to operate. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Appointed by the City Council and assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the City Clerk's office and the Human Resources/Personnel office.
- Provides varied, confidential, and responsible office support to the City Administrator and various city management and administrative personnel, as needed; oversees and ensures that the office administrative functions of the City Administrator's office and the City Council are effectively carried out.

- Provides administrative support to City Administrator; assists with research of topics, prepares staff reports and presentations, makes presentations, and independently conducts complex special projects as needed.
- Provides training and tracks work evaluation of department staff; provides policy and procedural guidance and interpretation to staff.
- Serves as the official record keeper of the City, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, codes, deeds, easements, bonds, and related documents.
- Oversees inquiries regarding public records, the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.
- Provides assistance to the public by helping to identify records and information relevant to requests; ensures timely and appropriate response to all requests and communicates in writing with any requestor;
- Supervises the preparation of City Council and Planning Commission agendas; prepares agenda items and resolutions; prepares and coordinates the distribution of administrative and public reports, bulletins, questionnaires, notices for public hearings, and other documents; prepares deeds for recordation.
- Attends Exeter City Council meetings and Exeter Planning Commission meetings; may take minutes of official meetings, prepares minute orders, resolutions, and ordinances in draft or final form; may process required meeting follow-up, including contact with citizens and preparation/completion of ordinances, resolutions, agreements, notices of completion, purchase orders, and claim rejection notices.
- Serves as Election Officer for City Council elections; oversees in planning and conducting periodic municipal elections, administration of state campaign, and disclosure laws; prepares necessary correspondence and resolutions for Council approval related to the election process.
- Provides Filing Officer duties for Fair Political Practice Commission requirements; coordinates the tracking of completed forms, proper filing, adherence to timelines, and provides notifications for campaigns, regulatory forms, and filings as needed.
- Monitors and maintains information with regard to various Boards, Commissions, and Committees, including tracking terms, expirations, appointments, reappointments, applications, and interview processes.
- Maintains the City's Municipal Code by tracking ordinances and providing for their publication and distribution; administers in-house up-dates of the Municipal Code.
- Administers the City's records management program, including storage of records off site, scanning operations, records management procedure review, processing of document destruction requests, and imaging of records.
- Assists staff and the public with questions regarding official documents or actions of the City; explains policies and procedures related to agenda preparation or submittals, document storage, and other matters.
- Assumes full management responsibility for all human resources services and activities, including oversight of benefit administration, recruitment and selection, employee and employer relations, job analysis and classification, compensation and benefits strategy development and administration, employee performance evaluation and recognition, worker's compensation, training and development, general liability, loss control, and risk management.
- Develops policies and procedures.
- Participates on the City's management team; assists in decision making and policy advice to the City Administrator and Department Heads by providing an adequate foundation of information regarding significant events and issues.
- Receives and screens visitors and telephone calls; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.

- Clarifies, interprets, ensures compliance with, and suggests changes to Personnel Rules and Regulations, City policies and procedures, Memoranda of Understanding (MOU), and other pertinent rules and regulations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping, municipal elections, and all functions of the City Clerk's office.
- Principles, practices, and procedures of human resources management, risk management, employee relations, benefits administration, and safety and regulatory compliance in a municipal setting
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment, computer hardware and software, and related technology.
- Applicable policies, procedures, laws, and regulations pertaining to assigned programs, including the Brown Act, California Public Records Act, Fair Political Practices Commission, and public employment and retirement law.
- A variety of public documents including contracts and ordinances.
- Business letter writing and the standard format for reports and correspondence.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone, and providing a high level of customer service.

Ability to:

- Provide administrative and professional leadership and direction for the City Clerk's Office and the Human Resources/Personnel Office.
- Meet all legal requirements of the City Clerk and Personnel Officer functions in a timely and effective manner.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance and management of the official records of the City.
- Prepare official minutes, resolutions, ordinances, and other records.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Schedule, assign, supervise, review, and evaluate the work of staff as needed.
- Train and motivate staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the office.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
- Respond to, effectively prioritize, and resolve as needed multiple phone calls, walk-up traffic, and other requests/interruptions.
- Interpret and implement policies, procedures, technical processes, and computer applications related to the department to which assigned.
- Perform research and prepare reports and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Operate modern office equipment including computer equipment and software programs.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Organize own work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Provide exceptional customer service to coworkers, internal customers, and the public.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college with an Bachelor's Degree, with major coursework in public/business administration, political science, legal studies, human resources, or a related field, or certification as a Municipal Clerk, and four (4) years of increasingly responsible experience in a City Clerk's Office, and experience in Human Resources/Risk Management, or an equivalent combination of education and experience. Experience with a municipality or other public agency is highly desirable.

Licenses and Certifications:

- Possession of a valid and appropriate California's driver's license.
- Possession of, or ability to obtain, certification as Notary Public is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification have regular occasion to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.