



City of Pacific Grove
Established Date: 12/18/2013

CITY CLERK

SUMMARY: Under the general guidance and direction of the City Manager, serves as City Clerk for the City of Pacific Grove, and performs the full duties of the office as defined by law; performs technical, legal, and administrative duties in managing the official records of the City, maintaining the required historical municipal data, and conducting municipal elections; ensures technical compliance with City and state regulations.

ESSENTIAL FUNCTIONS: *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages and coordinates the operations of the City Clerk's office; performs technical, legal and administrative duties in managing the official records of the City; ensures official City activities are in compliance with federal, state, and City policies and practices.
- Provides confidential and specialized administrative support and special research functions for the City Council and City Manager; reviews, approves, and prepares meeting agendas, ordinances, resolutions, agreements, and supporting documentation, and ensures the proper internal approvals and distribution.
- Reviews, approves, compiles, prepares, and distributes public meeting information packets; manages the technical preparation, recording, and transcribing of proceedings during special and regular meetings and public hearings of the City Council and Commissions; attends meetings and ensures completion of required follow-up on meeting action items.
- Reviews official documents, resolutions, ordinances, and meeting minutes; manages publication of official notices and agendas; receives, processes, and responds to legal and technical documents, contracts, bids, proposals, and requests for information; updates the Municipal Code and City website.
- Ensures all appropriate materials are posted on the City's website in a timely manner.
- Leads the planning for and conducts City elections in compliance with the Voting Rights Act.
- Coordinates Fair Political Practices Commission (FPPC) Form 700, campaign contribution, and election filings for all appropriate City officials.
- Acts as official custodian of records, and ensures the accuracy of technical files and official records; coordinates the processing of Public Records Act (PRA) requests; ensures City records management program is in compliance with California statutes.
- Collects technical and administrative information and compiles data for reports; prepares and distributes regular and special reports; identifies and researches compliance issues, and recommends solutions.
- Coordinates communications between the City Council and work groups; clarifies issues on City Council meetings and formal procedures; assists Councilmembers and City staff as needed; provides administrative services for City Commissions, other government agencies and the general public.
- Ensures the absolute confidentiality of all records and information.
- Supervises assigned staff, monitors work, develops skills, and evaluates performance.
- Responds to and resolves customer service issues in a courteous and respectful manner.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Public or Business Administration, or related field AND three years experience as a municipal or county clerk, preferably in California; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Federal and state laws and statutes governing municipal operations and open meetings, including California Public Employment Relations Board, the Meyers-Milias-Brown Act, California Fair Political Practices Commission regulations, California Public Records Act, California Elections Code, and the Voting Rights Act.
- Principles and practices of records retention, record keeping, and bids and contract administration.
- Municipal election process and governing laws and regulations.
- City ordinances, codes, policies, resolutions, and agreements.
- Legal, ethical, and professional rules of conduct for public sector employees and elected officials.
- Customer service principles, protocols, and methods.
- Business computers and standard software applications.

Skill in:

- Working independently, maintaining composure and confidentiality, and working effectively in a high-pressure environment with changing priorities.
- Analyzing technical and statutory issues, evaluating alternatives, and developing recommendations.
- Understanding and applying applicable state and federal rules and regulations and statutory standards.
- Reviewing, correcting, and maintaining complex and extensive public records.
- Investigating, analyzing, and resolving complicated and sensitive issues and complaints.
- Ensuring the City's compliance with all laws, regulations, and rules.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, public officials, government agency representatives, and citizens.
- Effective verbal and written communication.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Registration as a Certified Municipal Clerk and Notary Public certification are required within one year of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment; some physical labor, such as setting up a room for a public meeting, is occasionally required.

Must be willing to work varied hours, as well as attend evening or weekend meetings and/or critical events and activities, as appropriate. This position has a critical role for the City in the preparation for, operations during, and recovery from physical disasters and other emergency incidents.