

**City of Sebastopol
Job Description**

Job Title: Assistant City Manager/City Clerk (Confidential)
Division: Miscellaneous
Department: Administration
Location: City Hall
Shift: As Required
Reports To: City Council (City Clerk Duties)
City Manager (Assistant City Manager Duties)
Prepared By: L. McLaughlin
Approved By: City Council
Approved Date: September 20, 2016
FLSA Status: Exempt

**CITY CLERK
SUMMARY**

Under administrative direction of the City Council and City Manager, serves as Clerk of the Council and maintains all official City records, administers Fair Political Practice and conflict of interest legislation; maintains official City seal; administers municipal elections; serves as an executive assistant to the City Manager and is responsible for providing confidential support to the City Manager, the Council and other City staff. The principal function of this position is to oversee, guide and assist the activities of various Departments and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council; provide administrative guidance to departments to ensure the City's goals and objectives are achieved in a timely and professional manner; provide the City Manager and City Council with accurate and timely information to support decision-making and policy direction; assist in the overall daily administration, decision-making and policy direction guidance with the City Manager and Council. The work is performed under the direct supervision of the City Manager, but considerable leeway is granted for the exercise of independent judgment and initiative. The City Clerk also serves as a key member of the City's executive management team, assisting City Council, City Manager, City Department Staff and the public in accomplishing projects, arranges meeting and performs related work assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR CITY CLERK POSITION include the following:

Plans, organizes, coordinates and directs work of the City Clerk function.

Works closely with the City Manager, City Council, department management and other public and private entities in providing information and services of the City Manager's Office and City Council.

Prepares, coordinates and distributes City Council agendas and supporting documentation to City Council, Department Staff and public; ensures that the City Council chambers are prepared prior to meetings.

Composes agenda reports, resolutions, drafts ordinances, contracts, staff reports, proclamations, legal notices and meeting minutes for the City Council and posts all information as required in accordance with government code, including publishing of all ordinances adopted by City Council. Certifies and attests to the passage of all resolutions, ordinances and minutes.

Attends all open sessions of the City Council and is responsible for the follow-up, documentation,

maintenance and dissemination of Council actions, including minutes, ordinances, resolutions, execution of contracts, etc.

Directs city-wide conflict of interest, ethics training and Fair Political Practices activities and serves as filing officer for campaign disclosure statements and statements of economic interest; administers municipal elections as required.

Administers Oath for City employees and officials. Serves as Notary Public.

Maintains a comprehensive index of all resolutions, ordinances, Minute Orders and City Council policies.

Maintains custody of all official City records, such as deeds, agreements, claims and contracts pertaining to the City. Custodian of the City Seal. Maintains custody of litigation documentation as required by City Manager.

Maintains and updates City Municipal Code in conjunction with all City Departments.

Coordinates the procedures and activities of municipal elections.

Receives subpoenas and processes claims against the City in coordination with the Redwood Empire Municipal Insurance Fund procedures and/or City Attorney. Processes claims after City Council or City Manager action.

Provides notice of vacancies on City commissions, boards and committees; receives and process applications for vacancies on these organizations; maintains appointive listing of persons serving on all such boards, committees and commissions.

Assists other departments by providing research and administrative documentation from City's archives. Cooperates with other agencies, groups and individuals in connection with providing information and documents as required; may answer complaints personally through knowledge of City ordinances and procedures. Receives and responds to all public records requests in accordance with government code public records act.

Serves as executive assistant to the City Manager; provides executive assistance to the Mayor and City Council; reads and routes incoming mail; arranges for local and out of city meetings and conferences for City Council and City Manager. Prepares and signs routine correspondence.

Maintains special event calendar, receives and processes applications for special events at City owned facilities in coordination with City staff. Ensures all permits meet City requirements, to include all insurance requirements.

Provides follow-up on and coordinates City Council referrals and special projects, assists in development and presentation of written and oral staff reports to City Council. Ensures follow up of City Council and City Manager items.

Provides confidential staff support to City Council, City Manager and other Departments.

ESSENTIAL JOB DUTIES FOR ASSISTANT CITY MANAGER include the following:

Serves and Represents the City Manager in his or her absence. Represents the City before the City Council, community, outside agencies, and professional meetings as directed by the City Manager; offers

opinions and votes on issues in the best interest of the City. Attends City Council meetings, representing the City Manager, when directed.

Performs the duties of the City Manager, as assigned, and during the City Manager's absence.

Provides advice and assistance to the City Manager, researches issues, makes recommendations and prepares presentations and written communication on a variety of issues and special projects covering all departments.

Meets with individual members of City Council, Department Heads, employee work committees and teams as required/assigned; offers guidance and advice to departments as needed.

Assist in the development and implementation of goals, objectives, policies and priorities for the City Manager and City Council as directed; Manage the preparation and administration of the City Council and City Manager's annual operating budgets and makes recommendations to the City Manager.

Serves as project manager for a variety of special projects; facilitates project activities and resolves problems as directed.

Serves as an agent of the City Manager in conflict dispute and resolution. Maintains close working relationship with City Manager, City Council, and Department Heads to ensure internal communications and avoid conflicts to ensure maximum effectiveness of the City Manager's office.

Represents the City before the City Council, community, outside agencies, and professional meetings as directed by the City Manager. Coordinate activities of the City Manager's Office with City departments and divisions and with outside agencies. Serves as staff and liaison to a variety of Boards and Commissions; provides responsible staff support to the City Manager.

Provides the City Manager with accurate and timely information to support decision-making and policy direction. Facilitates policy making and team building at the upper management level. Interprets and enforces City Manager and City Council policies. Meets with Departments as requested to answer questions and discuss matters regarding programs and policies.

Actively and professionally takes part in the advancement and promotion of the City to support the needs of the customer, both internally and externally to maintain a positive image of the City; Assists the City Manager in efforts to provide proactive City public relations. Responds to customer inquiries, resolves issues and addresses challenges which may arise in the course of daily business. Participates in resolution of customer complaints; responds to citizens requests for service; negotiates and resolves sensitive, significant and controversial issues.

Maintains regular contact with the City Manager to keep him/her apprised of situations and issues and relieves the City Manager of day to day routine items associated with the governmental operations of the City.

SUPERVISORY RESPONSIBILITIES

Upon direction.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience. Knowledge of standard office practices and procedures including the operation of standard office equipment and computer applications related to the City Clerk's office.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Skills in analyzing, interpreting and applying complex documents, regulations and administrative procedures and regulations. Prepare clear, concise and complete minutes, documentation and other reports and correspondence. Take and compile meeting minutes through the use of shorthand or other acceptable method.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Exercise sound, independent judgment within general policy guidelines. organizing own work, setting priorities and meeting critical deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

California driver's license is required for this position.

OTHER QUALIFICATIONS

Knowledge of modern office practices and procedures, business English, including vocabulary, correct grammar and punctuation is required. Also necessary is a working knowledge of the general operations, procedures and personnel of the City of Sebastopol, modern filing and indexing methods, and computer word processing. Ability to deal tactfully and courteously with the general public in situations requiring mature judgment and self-control. Understand and interpret City resolutions and ordinances and apply such interpretations in a variety of situations. Prepare and maintain accurate and complete records and reports and devise improvements as necessary. Follow oral and written directions. Type accurately from clear copy at a rate of 50 words a minute using Word Perfect, Microsoft Word or a similar computerized word processing program. Carry out assigned duties without close supervision.

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 and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth

perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those 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. Must be willing and able to attend evening meetings as required, usually at least two per month.

The noise level in the work environment is usually moderate.