

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

CITY CLERK

Civil Service Status:	Exempt	Bargaining Unit:	Non Represented Employees
Probationary Period:	At-Will	Approved by City Council:	7/5/2017
Classification Series:	City Clerk	Resolution No.:	2017-22
FLSA Status:	Exempt		

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general direction from the City Manager, this position plans, directs, manages and oversees the activities and operation of the City Clerk's Office including public information, election management, City Council support; administer, organize, and coordinate, the Records Management program; assist in the administration of the City's Liability Risk Management program; assists with the loss control program and the City's safety committee; Coordinates litigation management, employee safety management program, and property program; performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for all City Clerk's Office services and activities;
- Manage the development and implementation of City Clerk's Office goals, objectives, policies, and priorities for each assigned service area; establish, with City policy, appropriate serve staffing levels and allocate resources accordingly;
- Assume responsibility for the preparation, organization, printing, and distribution of the agenda and agenda packet materials for City Council and other meetings as directed;
- Attend City Council meetings and oversee the recording of all official proceedings; oversee the preparation of minutes and other documents; direct the publication filing, indexing, and safekeeping of all proceedings of the City Council;
- Plan and coordinate with Los Angeles County municipal elections, ensure conformance to election and government code, advise candidates, City officials, and designated employees of Political Reform Act filing requirements; serve as filing officer for the Fair Political Practices Commission; administer the City' Conflict of Interest Code; maintain documents for public inspection; order and maintain election supplies;
- Administer and file oaths of office and oaths of allegiance and certifies copies of official records;
- Maintain the City's Municipal Code; assist departments in format of resolutions and ordinances; attest, publish, post, index, and file ordinances and resolutions;
- Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, and minutes; certify copies as required; oversee the indexing, filing and scheduling of documents for scanning; execute official City documents; maintains custody of City Seal;
- Provide official notification to the public regarding public hearings including legal advertising of notices;
- Officiate proceedings at bid openings;

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- Research and prepare data for City Council, staff members, other governmental agencies, citizens, and news media; answer questions and give out information on the telephone, by correspondence, and in person;
- Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of municipal government;
- Exercises direct supervision over technical and administrative support staff;
- Assists in the administration of the City's Liability Risk Management program;
- Receive, process, coordinate and administer claims, lawsuits, and subpoenas served upon the City with the City Council, City Manager, Third Party Administrator and City Attorney;
- Makes recommendations regarding claims settlement and the advisability of pursuing litigation on unsettled claims;
- Assists in the development of the Risk Management budget;
- License and insures all City vehicles and equipment; issues billing for City property damage;
- Perform related duties and responsibilities as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- The principles and methods of public administration;
- The organization, functions, and problems of municipal government;
- Pertinent Federal, State, and local laws, codes, and regulations;
- The principles and methods loss control and self-insurance programs; claims administration and adjustment methods;
- Political reform requirements;
- Records management and file systems, manual and computerized.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications;
- Take and transcribe minutes.

Ability to:

- Analyze difficult administrative problems and to develop and present sound conclusions and recommendations;
- Handle confidential information with discretion;
- Organize and administer departmental services in an effective and efficient manner;
- Communicate effectively both orally and in writing;

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- Establish and maintain cooperative and effective relationships with the City Council, staff, fellow employees, and the public;
- Plan assign, and direct the work of subordinate employees;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize work duties and assignments;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- To initiate, recommend and carry out personnel actions as required;
- Effectively handle stressful situations;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Assume responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
- Develop necessary skill from on the job training and meet the standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Education equivalent to a graduation from an accredited four-year college or university with a degree in business administration, public administration, or other closely related field.

Experience:

- Three (3) years of increasingly responsible experience in complex administrative office work in a City Clerk's Office, including two (2) years in a supervisory responsibility including risk management, loss prevention, municipal insurance administration, and administrative experience.

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License/Certification:

- A valid California Class C Driver's License and a satisfactory driving record;
- Certification as a Notary Public;
- Certification by the International Institute of Municipal Clerk highly desirable.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.