

CITY OF SAN JOSE
CITY CLERK (U) (1614)

CLASS PURPOSE

This is a position in the unclassified Civil Service. Under legislative direction, an employee in this class performs supervisory and administrative work of unusual difficulty and is charged with directing, planning, organizing the work of the City Clerk's Office. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and directs the work involved in maintaining and indexing official City documents and records, including Records Center and microfilm program.

Prepares agenda for City Council and other meetings, attends meetings personally or by deputy, records actions, and dictates or approves draft of the minutes.

Directs the official publication of notices and ordinances.

Answers questions from public officials and the public regarding municipal organization, practices, ordinances, and the status of communications, resolutions and actions of the Council and other bodies.

Plans, coordinates and supervises the conduct of municipal elections in accordance with the Charter and State Codes and administers Political Reform Act.

Maintains records of city boards and commissions which he/she serves as secretary.

Supervises preparation of budget requests and directs departmental operations in accordance with the approved budget.

Trains and supervises persons employed in the department including secretarial service to the Mayor and Councilpersons.

Acts as secretary to bodies such as the Civil Service Commission and administers Commission Appeals.

Certifies copies of official records.

Evaluates and redesigns office procedures.

Maintains effective working relationships with other City departments, County offices, State and Federal agencies involved in the typical activities of the City Clerk's Office.

Typical End Results Include: Ensures the provision of copies of all official records of the City. Ensures that all official City Council business is made a part of public record and is available to the public. Ensures that there is an official record of all committees and boards to which assigned.

DISTINGUISHING CHARACTERISTICS

The City Clerk is a single position class in the unclassified service and is appointed by the City Council. The incumbent records and maintains records of the Council's official actions, conducts City elections, publishes official notices, and serves as Secretary to various boards, commissions and committees.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the organization and legal requirements and procedures of the Office of a City Clerk.

Knowledge of the organization of local, regional, special district, and state government.

Knowledge of legislative methods and procedures.

Ability to attend meetings and/or prepare agendas, minutes, and reports.

Ability to supervise or prepare budget requests, and monitor departmental operations.

Ability to interpret laws, procedures, and rules.

Competency Knowledges, Skills and Abilities

Knowledge of the status of resolutions and actions of the City Council and other official bodies.

Ability to supervise office staff to maintain complete records of official business.

Ability to propose procedural revisions as necessary.

Ability to establish effective communications with other jurisdictions.

Ability to maintain effective working relationships.

Training and Experience

Any combination of training and experience equivalent to ten (10) years of broad and increasingly responsible experience in public administration closely related to the function and the duties of the office of City Clerk including at least four (4) years supervising clerical personnel.

Licenses/Certificates

Possession of a valid California drivers license may be required.