



City of Larkspur

CITY CLERK / RECORDS ADMINISTRATOR

DEFINITION

Under direction of the City Manager, the City Clerk/Records Administrator performs a variety of professional, administrative, and analytical tasks including project management; records administration; development of some legislative documents, reports, and recommendations; plans, organizes, administers, directs, reviews, and evaluates all functions of the City Clerk's Office, including the performance of statutory duties as an Elections Official, as an FPPC Filing Officer, as Records Administrator, and as Clerk of the City Council, the Larkspur Marina Financing Authority, and other City boards, commissions, and committees; conducts research and makes recommendations; assists and coordinates assigned activities with Department Heads/staff or outside agencies/individuals; works closely with and supports the City Manager and City Council; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a management level class responsible for planning, directing, and obtaining resources for all operations and programs of the City Clerk's Office, which is part of the City Manager's Office. The City Clerk exercises significant discretion, within legal and general policy and regulatory guidelines, and independently develops and implements departmental and records administration policies, procedures, and services. This position aids the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The Incumbent ensures that long and short-range planning and goals and activities of the Office are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

The City Clerk reports to the City Manager. The Clerk provides direct supervision to assigned staff. At times, the Clerk may provide functional input to professional, technical, and clerical staff members in other departments, and to consultants retained by the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Assumes full responsibility for all functions and services of the City Clerk's Office pursuant to established policies, procedures, and laws governing the duties of the City Clerk, including the requirements serving as the Elections Official, FPPC Filing Officer, Records Manager, and as Clerk of the City Council and other City boards, authorities, commissions, and committees.

- Performs a wide variety of professional, administrative, fiscal, and analytical support, tasks.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and program procedures.
- Develops, implements, and maintains Departmental goals, objectives, policies, and procedures.
- Manages the implementation of the Office of the City Clerk's budget; prepares and participates in the development of the budget; forecasts necessary funds for staffing, materials and supplies; presents and justifies programs, operations, and activity needs; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Attends City Council and other City Board meetings; accurately records the proceedings; monitors the operation of the media equipment; and coordinates the preparation of guest speakers.
- Coordinates the logistics in preparation of City Council and/or other Board meetings; ensures all audio/visual equipment is operational and maintained; and oversees the appearance and maintenance of the City Council Chambers.
- Manages the preparation, execution, and completion of all legislative documents, including contracts, agreements, bonds, and deeds; follows ups as needed; facilitates the adherence to legislative policy requirements by the accurate preparation and posting of the agendas, minutes, legal notices, resolutions, and ordinances.
- Administers oaths or Affirmations; takes and certifies affidavits and depositions pertaining to city affairs; certifies the acknowledgement of an instrument; signs, certifies, attests to official City documents and records; and maintains custody of the official City Seal.
- Serves as the City's Elections Official planning and directing the conduct of municipal elections pursuant to federal, state, and local laws; coordinates the preparation of pertinent candidacy information and assists candidates in meeting their legal responsibilities before, during, and after an election; and serves as the liaison with the County elections official.
- Serves as the City's Fair Political Practices Commission Filing Officer performing specified duties under the Political Reform Act, including providing public access to filed statements, following up on non-filers, and reviewing filed statements for errors and omissions.
- Serves as the City's Records Administrator, overseeing a comprehensive records management program; develops, directs, and oversees the organization, retention, retrieval, and disposition of various types of City records, including the electronic records storage system; ensures the preservation of archival records that have permanent historical (research), legal, or social value; develops and maintains a disaster recovery procedure of vital records; and serves as the initial contact for public records requests ensuring compliance with the Public Records Act.
- Serves as a resource for City staff, external organizations, and the general public; provides

information and guidance regarding assigned programs and services; receives and reviews public complaints and initiates the process for resolution.

- Conducts and manages special projects as assigned by the City Manager; provides administrative support to the City Council or other Board members; and maintains compliance with policies relative to City Boards, commissions, and committees.
- Maintains City records on the City's website and may be assigned additional duties concerning the City's website, as appropriate.
- Models professional supervisory conduct; trains and develops assigned staff; recommends and implements approved performance standards; motivates and encourages team orientation; and fosters a professional atmosphere.
- Keeps abreast of current legislative actions, pertinent subjects, and policies and procedures relative to the field of the City Clerk's Office; attends and participates in professional meetings, training sessions, and conferences as needed; and maintains awareness of new trends and developments of program areas.
- Establishes and fosters positive working relationships with representatives of the community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs other duties as assigned.

REQUIREMENTS

Knowledge of

- Organization and function of city government and public agencies, including the role of elected officials and appointed Boards, commissions, and committees.
- The Brown Act, Political Reform Act, Maddy Act, Public Records Act, California Elections Code. and other applicable federal, state and local laws, codes and regulations.
- Principles and practices of records management, records retention, record archival for a public. entity, public relations, and customer service best practices.
- Organizational policies and procedures as they relate to Department functions
- Transcribing and recording exact speech.
- Methods and techniques of scheduling work assignments.
- Modern office practices, methods and equipment, including a computer hardware and applicable software.
- Record keeping and report preparation.
- Methods and techniques of supervision, training and motivation.
- Budget preparation and administration.
- Contract negotiations and administration practices.
- Program planning, review, and evaluation.
- Financial record keeping and report preparation.

- Service needs, issues, and culture of Larkspur community.
- Occupational hazards and standard safety practices.

Skill and Ability to

- Effectively represent the City when meeting with officials and representatives of agencies, and in public meetings.
- Establish collaborative relationships within the organization and with staff members of other agencies.
- Plan, organize, direct and perform the duties of the City Clerk's Office; develop and administer sound Departmental goals, objectives, policies and methods for evaluating achievement and performance levels.
- Analyze budgetary, administrative, operational and organizational needs and problems; provide sound policy and procedural recommendations.
- Maintain confidential information and data.
- Oversee and/or manage special projects and programs within Department area.
- Adjust to changes in workload and assignments and to meet deadlines under pressure.
- Understand, interpret, and apply principles, laws, rules, regulations, and policies and procedures pertaining to City and governing body administration and support.
- Exercise sound independent judgment.
- Interpret, explain, and apply applicable laws, codes and regulations; read, interpret and record data accurately.
- Speak, write, and communicate clearly, concisely, and effectively; adjust style, method, and information as appropriate for the knowledge base of the target audience.
- Plan, organize, train, evaluate, and direct work of assigned staff; work effectively with management, staff, other governmental agencies and the public; and follow written and oral directions.
- Proficiently use Microsoft Office suite; competence with databases
- Learn and utilize new technology.
- Operate and troubleshoot computer hardware, office equipment, imaging equipment, and a variety of applicable software applications.
- Demonstrate strong ethical, professional, and service-oriented leadership.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to duties of a City Clerk in California and municipal records manager to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent in public administration, business administration, or a related field.
- At least four (4) years of increasingly responsible experience in administrative work in a public-sector setting.

In addition, qualified candidates must:

- Possess a valid California Driver's License at the time of appointment.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The incumbent may be required to work unusual hours, including attending meetings outside of normal working hours.
- While performing the duties of this job, the incumbent is regularly exposed to video display terminals.
- The position also requires repetitive hand movement.
- The incumbent performs data entry and prepares reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The incumbent must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.
- The incumbent will occasionally be required to climb, balance, or crawl.
- The position requires near and far vision in reading correspondence and statistical data and using a computer.
- The noise level in the work environment is occasionally moderately loud.

OTHER:

FLSA Status: Exempt - Executive
Bargaining Unit: Unrepresented Management