

**CITY CLERK****DEFINITION:**

Under general direction, receives, processes and distributes a variety of legal and other documents related to the functions of the City; prepares documents, agenda packets and other materials for City Council meetings; coordinates various City election processes; provides varied, technical, complex and specialized office administrative and secretarial support to the City Manager; coordinates assigned activities with those of other City departments; and performs special projects as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The **City Clerk** is a single-incumbent non-represented management level classification. The classification has primary responsibility to perform all administrative, secretarial, and clerical duties under authority of the Government Code and the City Council. The incumbent is expected to assume overall responsibility for all facets of municipal City Clerk activities including providing leadership in establishing general direction, goals, and priorities.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction by the City Manager. Exercises general direction over para-professional and clerical staff. Reports directly to the City Manager.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Prepares City Council agendas for review by the City Manager; prepares meeting notices and distributes agenda packets.
- Follows up on City Council actions, as required; finalizes, distributes and posts on the City website ordinances and resolutions;
- Serves as custodian of official City Seal for certified City documents, attests by signature to proper execution of ordinances, resolutions, contracts, easements, deeds, bonds and other documents.
- Oversees the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administers oaths and affirmations.
- Performs and coordinates complex records management activities, including filing, storage, data entry, indexing, tracking and retrieval of City records.

- Responds to public requests for information by researching City records, making copies and distributing such information as requested.
- Maintains and distributes changes for the City of Indian Wells Municipal Code Book.
- Manages the preparation of, or on a relief basis, prepares and distributes minutes for City Council meetings.
- Administers City elections for candidates and ballot measures; issues and tracks required Fair Political Practices Commission (FPPC) conflict of interest statements to staff and elected and appointed officials.
- Assists in keeping City officials within legal requirements of mandatory ethics and conflict of interest training.
- Performs difficult, complex, technical and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills.
- Performs other duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

State of California and local government organization and laws. Codes, regulations, policies and procedures related to the City Clerk's office. Election laws and procedures, Brown Act procedures, and political reform requirements. Administrative management including records management, records retention, and preservation procedures. Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

**Skill and Ability to:**

Perform technical, specialized, complex and difficult office administrative work requiring the use of independent judgment. Interpret and implement policies and procedures related to the City. Organize own work, set priorities and meet critical time deadlines. Establish, maintain and research departmental and City-wide files. Use English effectively to communicate in person, over the telephone and in writing. Use initiative and independent judgment within established procedural guidelines. Establish and maintain cooperative working relationships with those contacted in the course of the work.

**Education and Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities for a **City Clerk**. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. Up to two years of additional qualifying experience may substitute for two years of the required education.

Experience: At least five years of responsible experience involving the administration of a City Clerk's or similar office including at least three years of supervisory experience. Prior experience as a Deputy City Clerk or Assistant City Clerk is desirable.

**License:**

Must possess or obtain within a timeframe specified by the City a certification as Certified Municipal Clerk. Possession of certification as Master Municipal Clerk is desirable.

**Physical Demands:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of duties. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports with a keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required for communication and feedback to public meeting recordation and minutes. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

**Approved on** September 21, 2015

Wade G. McKinney  
City Manager