



## Town of Danville

### CITY CLERK

#### **DEFINITION**

To serve as technical and administrative support to the Town Council and Town Manager; Clerk serves as the principal link between Town Council and staff relative to preparation of official agenda and is assigned as the custodian of the Town seal and all official documents.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Town Manager. Exercises direct supervision over secretarial support staff assigned to the Clerk's office.

#### **ESSENTIAL JOB DUTIES**

Plans and conducts municipal elections in accordance with the Municipal Code, Fair Political Practices Commission, California Elections Code and Government Codes; coordinates with County Registrar of Voters.

Supervises the processing of documents for recording at County Records Office.

Answers questions from the public regarding elections, including nomination, initiative, referendum and recall procedures.

Administers and files oaths of office for Commissioners and Town staff.

Directs and maintains codification and supplementation of the Municipal Code.

Develops and maintains information on the Town's website.

Manages the processing, indexing and maintenance of all municipal ordinances, resolutions and legislative actions.

Coordinates and directs the posting, mailing and publication of legally required notices of all public meetings in accordance with the Ralph M. Brown Act.

Coordinates and conducts public bid openings.

Processes and tracks construction and development bonds.

Directs preparation of the Agenda for Town Council meetings; attends Council meetings; records actions and approves Summary of Actions.

Reviews all staff reports prior to presentation to Town Council and provide feedback to author in regards to formatting, grammar and content.

Administers Records Management Program; directs the work involved in maintaining, indexing and microfilming/imaging of official Town documents and records in compliance with legal and policy requirements for records retention and disposition.

Prepares the department budget, including budget for the Mayor and Council members, directs departmental operations in accordance with the approved budget, and directs monitoring of Mayor and Council expenditures for the purpose of advising them of possible over-expenditures.

Administers recruitment and selection process for members of Town boards and commissions.

Administers the Conflict of Interest and Fair Political Practices Programs for the Town.

Directs the official publication of all public notices and ordinances.

Attests to Town Resolutions and Ordinances and contracts requiring Council approval.

### **OTHER JOB DUTIES**

Special assignments not related to position.

Manage the development and implementation of goals and objectives of the City Clerk's Department.

Staff the Central Contra Costa Solid Waste Authority, attend meetings, and present issues to the Town Council.

Provide public service/community outreach.

Produce the Quarterly Newsletter for the Town.

Arrange and conduct special events for Town Council.

Coordinate the televising of selected Town Council events.

Participate in New Employee Orientation and provide individual training as necessary.

Perform special assignments as directed by Town Council.

Maintain master calendar of Town Council agenda items.

Comply with public records requests.

Prepare and submit state mandated cost claim reports for all meetings of the Town Council, Community Development Agency, Civic Improvement Corporation and Financing Authority.

Assists in providing staff support for Mayor and Council members.

### **QUALIFICATIONS**

#### **Knowledge of:**

Election laws and procedures, including voter registration requirements.

Principles, practices and procedures of records management and Municipal Unified Functional Filing System (MUFF).

Applicable federal, state and municipal laws, regulations, policies and procedures including Political Reform Act reporting requirements.

Computer and automated information retrieval systems related to maintaining municipal records, including electronic imaging.

#### **Ability to:**

Establish and maintain effective working relationship with those contacted in the course of work.

Train and supervise assigned personnel.

Communicate effectively with public, staff and elected officials in the administration of complex, detailed laws and regulations, both orally and in writing.

Demonstrate skill and accuracy in taking dictation.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Four (4) years of experience with increasing responsibility as an office manager, deputy clerk, aide to an elected or appointed board; records management.

### **Education:**

Education and/or equivalent to two (2) years of college coursework in public or business administration.

### **Licenses:**

Certification as a Municipal Clerk or participant in Continuing Education for Public Officials program, leading to Certification.

Notary Public Commission.

Updated: March 2003