

CITY ADMINISTRATOR/CITY CLERK

DEFINITION

Subject to the provisions of the City Charter, City Code and applicable policies and procedures, to serve as Chief Administrative Officer and the City Clerk of the City; to perform the statutory duties established for the position of City Clerk within the Municipal Code; to plan, direct, supervise, coordinate and manage all activities of the City Clerk's Office; to administer the provisions of various State laws; to be responsible for human resources, labor relations, purchasing and risk management functions of the City; to serve as the Executive Director of the Redevelopment Agency, Enterprise Zone, Recycling Marketing Zone, and Lake Oroville Joint Powers Authority; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Mayor and City Council.

Exercises administrative direction over department and division heads.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

City Administrator Duties:

Directs and participates in the development and implementation of goals, objectives, policies and procedures related to the overall administrative activities and operations of the City.

Guides the organizational development of the City in response to City growth and changing requirements and expectations of citizens.

Administers laws, rules and regulations governing City operations; interprets, analyzes and explains policies, procedures and programs to City staff and the public; confers with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of City concern.

Within City policy, recommends appropriate service and staffing levels; allocates resources accordingly.

Selects, supervises, motivates and evaluates the performance of division heads; implements disciplinary action and termination as appropriate.

Directs and supervises the administration of City offices, departments and agencies; assigns special projects to department and division heads; confers with department and division heads concerning administrative and operational problems; develops appropriate decisions or recommendations.

Provides for all City Clerk services and provides administrative oversight of, human resources, labor relations, purchasing and risk management functions of the City.

Attends meetings of City Council and participates in Council discussions; informs City Council of financial conditions, program progress, and present and future needs of the City; ensures Council reports and agendas are developed and posted appropriately.

Prepares, submits for approval, and administers the annual budget and capital improvement program.

Develops and implements the City's economic development plan.

Serves as Executive Director of the Lake Oroville Joint Powers Authority, Redevelopment Agency, Enterprise Zone and Recycling Marketing Zone; seeks and secures program funding.

Oversees human resources system operations, ensuring compliance with all applicable policies, procedures, laws and regulations.

Evaluates and administers labor organization contracts.

Prepares or directs the preparation of annual financial and administrative activity reports and others as appropriate.

Responds to the most difficult or sensitive complaints and requests for information.

Represents the City at private and public sector meetings and events.

Gives presentations to various agencies, civic and community groups to discuss issues of relevance to City operations.

Coordinates City activities with other governmental agencies and outside organizations as appropriate.

Keeps abreast of new trends, legislation and developments in municipal administration and operations.

City Clerk Duties:

Plan and direct the publication, filing, indexing, and safekeeping of all proceedings of the Council.

Record and publish all ordinances.

Attest and certify various City documents.

Serve as custodian of the City Seal.

Plan and direct municipal elections consolidated with County elections.

Serve as a filing officer for required disclosure under the Political Reform Act.

Serve as filing officer for claims and legal actions against the City.

Plan and direct the maintenance and safekeeping of all historical and official municipal records and documents on a City-wide basis.

Respond to a variety of inquiries and requests for information regarding past City Council actions and documents.

Direct the preparation, organization, printing and distribution of the agenda for City Council meetings.

Supervise and participate in the keeping of proceedings, ordinances, resolutions, and minute orders.

Develop and implement systems, policies and procedures.

Administer the provisions of various State laws, including the California Elections Code, Political Reform Act of 1974, Brown Act, Public Records Act and other applicable laws.

Prepare and administer the Council and City Clerk's Office budgets.

Administer Oaths of Office to elected and appointed officials, department heads and City employees.

Countersign bonds and other evidences of indebtedness issued by the City.

Attend and keep a permanent journal of proceedings at all meetings of the City Council.

Coordinate City Clerk activities and work with other City departments and with outside agencies.

Select, supervise, train and evaluate assigned staff.

Administer the overall workload of the City Clerk's Office, including review and evaluation of work products, methods and procedures; plan and organize special City events.

Supervise use of Council Chamber Building facilities.

Secure bids for official advertising in newspapers.

Supervise procedures for appointments to Boards, Commissions and Committees.

Perform related assignments as necessary.

MINIMUM QUALIFICATIONS

City Administrator:

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

Modern municipal organization, functions and procedures.

Current social, political and economic trends and operating problems of municipal government.

Principles, practices and techniques of public and business administration, including public financing and financial management.

Personnel administration policies, procedures and regulations, including those related to public agency labor negotiations.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Modern office practices and technology, including the use of computers for word and data processing.

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze, apply and enforce pertinent federal, state and local laws, rules and regulations.

Provide effective leadership and coordinate the staff, programs and activities of a full-service municipal organization.

Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management and professionalism.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, determine consequences of proposed action, and make and implement recommendations in support of goals.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Select, supervise, train and evaluate staff.

Prepare and administer a budget in conformance with sound financial management techniques.

Perform mathematical computations with accuracy.

Use computers for word and data processing.

Communicate clearly and concisely, both orally and in writing.

Speak effectively in public.

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

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

City Clerk:

Knowledge of:

Applicable Federal, State and municipal laws and procedures.

Election laws and procedures.

Political reform requirements.

Business English and spelling.

Modern office practices, procedures and equipment.

Principles of supervision, training and performance evaluation.

Ability to:

Provide information, make decisions, and organize material in compliance with laws, regulations and policies.

Meet the public, understand their questions, and provide information.

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train, and evaluate assigned staff.

Experience:

Five years of increasingly responsible professional experience in a significant management capacity in local government, preferably as a city manager, assistant city manager or in a senior management staff position.

Education:

Graduation from an accredited college or university with a Bachelor's degree in business or public administration, or a closely related field; A Master's degree in the same fields of study is desirable.

Additional Requirements:

Possession of a valid California driver's license.

Membership in the International City and County Management Association, and adherence to its code of ethics.

Ability to be bonded.

Municipal Clerk certification is desirable.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.