City of Saratoga

City Clerk and Assistant to the City Manager, Confidential Unrepresented Exempt

DEFINITION

Under general direction, this middle management position reports to the City Manager and serves the City Manager Department in a dual capacity of City Clerk and Assistant to the City Manager. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

RESPONSIBILITIES

The City Clerk responsibilities are primary to the position and include the incumbent serving as the Custodian of Records for the City of Saratoga and the City's Election Official responsible for all General Municipal and Special Elections. The City Clerk's primary responsibility is to accurately record the actions and proceedings of City Council meetings, administer the City's Record Management Program, maintain the Saratoga Municipal Code, administer regulations relating to the Fair Political Practices Commission, and provide research and information services to the public and City personnel.

The Assistant to the City Manager responsibilities of the position include providing assistance to the City Manager in performing a wide variety of assignments necessary to the operation of the City, including performing complex policy analysis and managing projects and programs of a citywide nature involving representation of the City Manager Department. The Assistant to the City Manager may act as a liaison between the City, outside agencies, and the public, and may exercise supervision over other professional and clerical personnel in the City Manager Department, as determined by the City Manager.

In the event the position is vacant, the position will be back-filled with a temporary (or work out of class) assignment of City Clerk until the position is filled. During the time of vacancy, any Assistant to the City Manager responsibilities will be redistributed to other equivalent mid-manager positions or director level positions within the organization, as determined by the City Manager.

ESSENTIAL DUTIES

The essential duties described on the following page are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities, and the duties of the jobholder might differ from those outlined in the job description.

City Clerk functions: Supervises the day to day operations of the City Clerk Division including but not limited to administering the City's Records Management Program; participates in budget planning and prepares the City Clerk Division annual budget and performance measures; attends City Council meetings and serves as the official record keeper of the City by managing and maintaining all permanent records and information, including resolutions, ordinances, minute orders, franchise agreements, joint powers agreements, deeds, consultant and professional services agreements, bids, and historic records; maintains, updates, and codifies the Saratoga Municipal Code; serves as Secretary to the City Council, including preparing agendas and public notices, recording and preparing minutes, publishing ordinance titles, and maintaining responsibility for use of the Council Chambers; performs a variety of support functions for the City Council to help them fulfill responsibilities with outside agency assignments; acts as a liaison to the City Council, staff, other agencies and officials, and the general public and coordinates the collection and dissemination of public information, including researching, retrieving, providing, and explaining information; serves as the City Election Official for all municipal elections, including performing all duties regarding any municipal election in accordance with State law; manages official FPPC statements of economic interests, conflict of interest statements, candidate filing, and campaign statements in accordance with State law; receives complaints, claims against the City, subpoenas, summons, and appeals, including setting public hearings when appropriate; keeps City Manager and City Council and designated others accurately informed concerning operations and the work progress of the City Clerk Division, including present and potential work problems and suggestions for new or improved ways of addressing such problems; and, performs other related duties as assigned.

Assistant to the City Manager functions: Manages, coordinates, and administers short- and long-term special projects and programs in support of citywide goals, objectives, policies, and procedures; performs policy analysis including conducting research, determining and raising pertinent issues, summarizing findings, preparing reports and other materials and presenting results to a variety of stakeholders; prepares reports and other written correspondence including but not limited to publications and news releases; acts as a liaison between the City, outside agencies, and the public and/or may represent the City at a variety of meetings and events with community groups, outside agencies, and the public; assists in the implementation of new programs or enhancements to existing programs; may exercise supervision over other professional and clerical personnel in the City Manager Department; and, performs other related duties as assigned.

General functions: Responds to questions and comments from the public in a courteous and timely manner; communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities; performs a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; builds effective working relationships with elected officials, city leaders, department heads, and other city staff; attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas; and, performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Municipal form of government, its operations, and public administration principles, practices, and operating requirements of the assigned area of responsibility; applicable federal, state and municipal laws and procedures, including election laws and procedures involved in preparing for and conducting municipal elections, and political reform requirements; standard procedures and rules for the conduct of meetings; state legislative procedures; pertinent City codes, resolutions, ordinances, agreements, and policies; principles, practices, and methods of contract administration, records management and retention laws; principles, practices, and methods of effective supervision and budgeting; effective planning, organizing, and project management methods; public relations and community outreach principles and practices; the operation of personal computer and various software applications for word processing, spreadsheets, etc.; and, English grammar and punctuation and report writing.

Ability to: Plan, implement and oversee City Clerk's Division operations and activities and provide assistance to the City Manager in conducting managerial and administrative functions necessary to the operation of the City; manage records and archives, record and produce minutes, and observe parliamentary procedure; understand and follow oral and/or written policies, procedures, and instructions; prepare and present accurate and reliable reports containing findings and recommendations; communicate at a superior level both orally and in writing, using both technical and non-technical language; manage multiple projects and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; work in a team environment; balance conflicting political goals and direction with an outcome of positive direction for the organization; communicate complicated or abstract information to many different groups of staff and citizens; prepare and present accurate and reliable reports containing findings and recommendations; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; exercise integrity, ingenuity and inventiveness in the performance of assigned tasks; operate a personal computer using program applications appropriate to assigned duties; be a skilled meeting manager; be a skilled supervisor with a proven track record of motivating and developing staff to obtain measureable results; effectively lead and direct projects, programs, and activities; and, effectively listen to others and be politically astute with with all stakeholders.

MINIMUM QUALIFICATIONS:

Must possess strong project management and multi-tasking skills.

- Bachelor's Degree in Public or Business Administration or a related field;
- Five (5) years of progressively responsible municipal government administration experience.

<u>Preferred but not required qualifications</u>:

- Public Notary Certification
- Certified Municipal Clerk designation

This position requires a valid Class C California State Driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to attend off-hour meetings.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job title change and classification update effective June 1, 2015