

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: City Clerk

Class Code Number: 1100

Position Designation: Professional/Management

Division: City Clerk=s
Office

General Purpose of Position

The purpose of this position is to manage the official records of the City. This position is responsible for the appointing of Deputy City Clerk(s). The City Clerk is custodian of the City Seal. This position is appointed by the City Council, reports directly to the City Manager and exercises supervision over clerical staff.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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FORMAT

Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

A. City Council and other official meetings are coordinated to ensure the orderly and effective operations of the local government.

- The City Council agenda is prepared and posted in accordance with the Government Code.
- Agenda items are reviewed in coordination with Division Managers prior to distribution to the governing body (City Council, Fire Protection Board, Planning Commission, etc) to ensure proper form.
- Agenda packets are assembled and distributed in a timely and professional manner.

B. Records of the City are maintained in accordance with appropriate procedures and retention schedules.

- City Council meetings are attended.
- The records management program is monitored, managed, and updated.
- Training on the records management program is provided to all City staff.
- A factual record of the proceedings of the legislative body (City Council, Planning Commission) is maintained in accordance with appropriate regulations.
- Claims against the City are received and processed in cooperation with the Risk Manager.
- City agreements and contracts are received and stored according to appropriate procedures.
- Ordinances and resolutions of the City Council are filed in a proper manner.
- Proceedings of the City Council are recorded, filed, and disseminated in a professional manner according to law and relevant guidelines.
- All Ordinances are codified and the Municipal Code book is maintained and updated.
- The public forum tracking system is administered to ensure that accurate and up to date information is available at City Council meetings.

C. Official communications are posted and received appropriately to ensure compliance with applicable guidelines and to promote community involvement.

- Requests for proposals are posted in accordance with City procedures.
- Official bids are received and processed in accordance with applicable guidelines.
- Openings for council appointed positions are posted in accordance with City procedures.

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- Applications for council appointed positions are processed in accordance with applicable guidelines.
 - Public inquiries are responded to and requested information is obtained and provided to citizens.
 - Official documents of the City are notarized in accordance with applicable procedures.
 - City Hall updates are prepared utilizing input from other divisions and delivered to all employees on a periodic basis.
- D. Legal and Election responsibilities are carried out according to state and local laws.**
- Oaths of office are administered to elected and appointed officials and City personnel.
 - All summons, legal notices, etc. are received and distributed where appropriate.
 - Economic interest statements and campaign disclosure statements are secured from appropriate parties and filed in accordance with legally mandated guidelines.
 - Voter registration operations are carried out in a professional manner in accordance with applicable regulations.
 - Local elections are coordinated to meet legally required guidelines.
 - Legal advertisements for the City are prepared and posted in accordance with City procedures.
- E. The management responsibilities of the City Clerk=s office are maintained.**
- Administrative support group meetings are coordinated and conducted.
 - The budget of the City Clerk=s Office is developed and implemented properly and accurately.
 - Subordinate staff are provided, whenever possible, with adequate resources and direction to achieve appropriate goals and results.
 - Constructive feedback is provided to subordinates to communicate standards and improve performance.
 - Direct assistance is provided to the City Manager in support of senior level and general management duties including the completion of special projects as assigned.
 - All surplus inventory is disposed of in accordance with City procedures.

Qualifications

Education: A high school diploma or equivalent is required. A bachelor=s degree in Public Administration or a related field is preferred. A Certified Municipal Clerk Certificate (or candidate status) is preferred. This position requires registration as a Notary Public in the state of California within one year from date of employment.

Experience: Four years experience as a City Clerk or Deputy City Clerk is required.

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Knowledge, Skills, Abilities, and Personal Characteristics

This position requires a comprehensive knowledge of municipal operations, record keeping regulations, and mandated responsibilities of the City Clerk. This position requires excellent interpersonal, team building, and management skills. This position requires the ability to operate a PC for word processing and spreadsheet operations.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, take the initiative, and be flexible and cooperative. The individual should also be accurate, timely, and discreet.

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines.

Tools

This position requires the familiarity with and use of standard office equipment and technology.

Work Environment

The majority of the work for this position takes place indoors where the individual is exposed to moderate to low levels of noise.