



CITY OF HALF MOON BAY

Job Specification

Class Title: Assistant City Clerk

Status: Exempt

Department: Communications / City Clerk Department

Reports To: Communications Director / City Clerk

Employee Group: Represented Management

Adopted by City Council/Resolution Number:

Modified:

DEFINITION

Using independent judgment, perform the full range of varied and highly confidential and complex administrative and technical support of the Communications / City Clerk Department, City Clerk's Division day-to-day activities, services, and operations; provides varied technical, complex, specialized, and confidential office administrative support to the Communications Director / City Clerk. When needed, the position serves as the acting City Clerk in the City Clerk's absence. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Communications Director / City Clerk. May exercise technical and functional supervision over office and clerical personnel.

IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification.

- Assists the City Clerk in performing the day-to-day functions of the City Clerk's office, including the maintenance of administrative files, resolutions, ordinances, contracts, agreements, deeds, annexations, and other official documents; and as requested by the City Clerk, performing such duties as attending meetings, writing agenda reports, taking minutes, posting public notices and bulletins, certifying ordinances, resolutions, agreements and other official documents, and administration of oaths of office.
- Oversees the Citywide records management program; implements and ensures compliance with policies and procedures related to the creation, receipt,

City of Half Moon Bay
Assistant City Clerk Classification
Adopted 01/19/21

classification, maintenance and storage, destruction and disposal of all records, documents and related information; trains City staff regarding record maintenance and retention procedures. Develops and updates records retention policies and procedures.

- Performs complex records management activities including assigning record codes to documents, imaging and/or filing, storage, and destroying City records.
- Inventories and reviews records and documentation on a periodic basis; updates and verifies the Records Retention Schedule and performs audits of the automated database information systems.
- Ensures compliance with the California Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.
- Assists in planning and conducting municipal elections as required by state law. Assists with the coordination of candidate handbooks and other elections related documentation; assists with processing candidate paperwork and coordination with the County election office.
- Responsible for departmental budget review and invoice oversight.
- Participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs; recommends and administers policies and procedures.
- Prepares and distributes agendas and notices for City Council and other Boards, Commissions meetings, public hearings, public bids and openings in compliance with the Brown Act; maintains official files and records of Council proceedings and actions. Prepares and maintains log of legal notice posting and publication.
- Works in conjunction with the City Attorney's office and the City Clerk as needed, and independently responds to public records requests from the public by letter, telephone and in-person regarding City Council action and records. Research information for public and City staff when needed.
- Notice, advertise and calendar public hearings. Prepares a variety of other notices in accordance with state and federal law.
- Manages the City's document imaging system, public records requests portal, campaign disclosure statement software, agenda management system, and any other software purchased and implemented for the conduct of any duties of the City Clerk's office.
- Assists with the management of the City's legislative / intergovernmental affairs and grants program functions.

- Organizes, administers, maintains, and monitors all required Fair Political Practices Commission (FFPC) filings and election campaign disclosure statements.
- When needed, attends City Council or other board and commission meetings; takes and transcribes minutes to serve as the official City records, and engages in follow-up pertaining to City Council actions taken at meetings, including distribution of any authorized letters, preparation and filing of legislative actions, contract routing and completion, and any other actions as necessary.
- Coordinates the codification and maintenance of the Municipal Code.
- Conducts research, analyzes data, compiles information, and prepares reports and correspondence; reviews and distributes other reports.
- Provides first-line customer support for the City Clerk's office; receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; researches information; identifies and reports findings and takes necessary corrective action. Provides quality customer service.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; checks and proofreads draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Performs other analytical work as needed.
- Performs other duties as assigned and as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Records management and maintenance methods and principles.
- State and municipal administration and recording regulations, practices, policies, and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including the California Public Records Act, the Freedom of Information Act, the Brown Act, FFPC procedures and regulations, and election laws and procedures.
- City personnel policies, Memoranda of Understanding, and other policies and procedures governing employee affairs.
- Official and original records and documents organization, maintenance, and system policies, procedures, and techniques.

City of Half Moon Bay
Assistant City Clerk Classification
Adopted 01/19/21

- Modern office equipment, software, and database systems/methods.
- Standard office practices.
- Business letter writing and the standard format for reports and correspondence.
- Effective methods of communication including verbal, written and electronic.

Skills in:

- Preparing agendas and meeting packets.
- Taking and transcribing accurate minutes.
- Conducting elections and monitoring campaign disclosure statements.
- Public notice guidelines and regulations.
- Contract management best practices and regulations.
- Highly effective communication amongst staff, superiors, elected officials, and the public.
- Interpreting codes and laws related to City records.
- Maintaining City records, including filing, storage and retrieval and disposal.
- Developing effective interpersonal relationships with a variety of people.
- Using computers, databases, and related software applications.

Ability to:

- Perform analytical work with minimal supervision.
- Work independently with minimal supervision.
- Suggest process improvements and streamline tasks, taking initiative to do so.
- Make appropriate records management and maintenance and automation system recommendations in compliance with municipal, state, and federal regulations, codes and requirements.
- Manage, plan, organize, and maintain official and original reports, plans, documents, contract agreements, and bids.
- Prioritize work assignments and coordinate work to meet scheduled deadlines.
- Perform basic arithmetical computations and input data with accuracy.
- Identify errors of discrepancies in documentation; compare and match related documents.
- Implement departmental policy and procedure.
- Operate a computer using word processing and spreadsheet software.
- Exercise sound judgment.
- Communicate clearly and concisely both orally and in writing.
- Be detail-oriented and monitor timelines to ensure legal compliance.
- Establish, maintain, and foster good working relationships with others.
- Maintain a high level of confidentiality.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

Experience:

Five years of progressively responsible experience in a City Clerk's Department or in records management with a proven track record of performing analytical work. Experience working with city councils, boards, and commissions. Experience with municipal elections and campaign finance regulations. Experience with software programs available for city clerk functions.

Education:

Bachelor's degree or higher in public administration, business administration, technical records management, or a related field. Certification as a Certified Municipal Clerk (CMC) is required. Certification as a Master Municipal Clerk (MMC) is highly desirable.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned.

WORKING CONDITIONS

Working in an office environment is required in this position. The incumbent must travel to and from work site. Will be required to interact with customers. Night and weekend meetings are required as necessary.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession of and the ability to maintain a valid California class "C" Driver's License. Possession of and the ability to maintain a California Notary Public Designation within one year of hire. Certification as a Certified Municipal Clerk (CMC) is required. Certification as a Master Municipal Clerk (MMC) is highly desirable.