

CITY CLERK-~~//~~DIRECTOR OF CLERK SERVICES ~~MANAGER~~

Definition:

Under general supervision manages, plans, oversees and participates in the administrative direction is responsible for all activities of the Office of the City Clerk ~~to include the maintenance of including supervising, managing, planning, overseeing and participating in related activities and operations; maintains~~ official City documents and records ~~and facilitates the legislative policy making process;~~ assists with the performance of a variety of state mandated duties ~~including the Fair Political Practices Act;~~ serves as the Elections Official; performs a variety of City Council ~~and Redevelopment Agency~~ meeting functions to include agenda preparation and the recording of minutes; may be appointed as City Clerk by the City Council and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties ~~being are~~ performed on a frequent and recurring basis by an incumbent ~~include the following:~~

~~Manages, plans, oversees.~~ These are not to be construed as exclusive or all-inclusive. Other duties may be required ~~and participates in the assigned.~~

Plans, organizes, directs and manages all activities and functions of the Office of the City Clerk.

Serves as the Secretary to the following: Successor Agency, Housing Authority, Public Financing Authority and Redevelopment Agency

~~Attends City Council and Fullerton Redevelopment Agency, Successor Agency, Housing Authority and Public Financing Authority~~ meetings and records actions taken ~~and utilizes a variety of technology to conduct meeting broadcast, voting, accessibility and remote participation.~~

Serves as City Clerk if appointed by City Council and in this capacity performs functions contained in State and local law related to City Clerk duties.

Advises the City Manager, City Council and other City departments/divisions on issues pertaining to area of responsibility.

Keeps accurate records of City Council meetings in books bearing appropriate titles.

Directs the organization, preparation, assembly and distribution of City Council ~~and Redevelopment Agency agenda~~ Successor Agency, Housing Authority and Public Financing Authority agendas and related materials.

Directs the development and administration of the citywide records management program; sets and ensures legal compliance of retention schedules for City records; develops and updates record retention policies and procedures.

Maintains the book of City ordinances, records all ordinances in same along with the appropriate City Clerk's certificate.

Identifies, implements and maintains efficient systems for the control and distribution of City records, meeting minutes, etc., and responds promptly to request for information and Public Record Act requests.

Oversees the preparation, publication and mailing of public hearing notices.

Receives claims, summons, subpoenas and requests for public records ~~and administers.~~

Oversees board, commission and committee member recruitment, orientation and annual training

Coordinates legislative body meeting broadcasts and remote meeting participation

Administers oaths and notarizes City and public documents.

Issues and verifies nomination papers and receives and certifies initiative, referendum and recall petitions.

Manages the maintenance and update of the Fullerton Municipal Code.

~~Plans, coordinates and directs municipal election activities to ensure compliance with local, state and federal laws and standards.~~

Conducts municipal elections and special elections; ensures conformance with the California Election Code, Political Reform Act, and other codes; serves a filing officer for the Fair Political Practices Commission for campaign disclosure filings; prepares candidate's notebooks and provides necessary information to candidates, committees and the public.

Trains and advises board, committee and commission staff liaisons on Brown Act, parliamentary procedures, rules of procedure, agenda and minutes preparation and other legislative body related issues.

Maintains custody of the City Seal, attests and signs documents

Prepares proclamations, ordinances and resolutions.

Develops, implements and monitors goals, objectives, policies and the budget for the Office of the City Clerk.

—Compiles, organizes and interprets data, writes reports and prepares correspondence.

—Supervises, trains and evaluates assigned staff.

Analyzes administrative and operational situations and implements change as needed.

—Answers questions from the public and City officials regarding ordinances, resolutions and official actions and provides public records and information upon request as appropriate.

—Attends a variety of meetings and makes oral and written presentations.

—Operates a personal computer and uses applicable software and audio recording devices.

Other Duties and Responsibilities:

—Performs other projects/tasks as assigned.

~~—Drives a vehicle on City business.~~

~~—Lifts and moves boxes of files and records weighing up to 30 pounds.~~

Class Characteristics:

City Clerk ~~//Director of~~ Clerk Services ~~Manager~~ is ~~a single incumbent management an executive~~ position in the ~~Office of the City Manager's Department.~~ ~~Manager.~~ The City Clerk function is appointed by City Council. The City Clerk ~~//Director of~~ Clerk Services ~~Manager~~ is responsible for the comprehensive activities of the Office of the City Clerk and exercises a substantial degree of judgment over a wide variety of difficult administrative, records management and other functions.

Contacts ~~The terms~~ and **Relationships:**

~~The conditions of employment for City Clerk //Director of Clerk Services Manager has substantial and continuing contact with staff are stipulated in all City departments relative the Executive Resolution relating to the preparation of agenda documents. Additional contact occurs with City Council Members and the public regarding municipal actions and other inquiries. compensation for Executive employees. In accordance with this resolution, this classification is At Will.~~

Qualification Guidelines:

The ~~following generally describes the~~ knowledge and ~~abilities which are~~ ~~ability~~ required to ~~enter the job and/or be learned within a reasonable period of time in order to successfully~~ perform the ~~assigned duties and responsibilities of this class are as follows:~~

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation.

Applicable ~~-federal- and -state~~ and state laws and regulations to include the Political Reform Act, Brown Act, Public Records Act and the California State Elections Code.

—Principles, practices and techniques related to the City Clerk function.

—Records management principles and practices.

English usage, spelling, grammar and punctuation.

City government structure and processes.

~~Effective public contact and public relations techniques and practices.~~
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Analysis and research methods and techniques.

Effective supervisory and management techniques to include budget preparation and administration.

—Methods of making effective oral and written presentations.

~~Computer~~Public relations and customer service techniques

Negotiations and conflict resolution techniques.

Modern office practices, methods, and computer equipment and applications as they relate~~related~~ to area assigned~~the work.~~

AND

Ability to:

—Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.

Apply, explain and work in accordance with a variety of laws.

Initiate and compose reports and correspondence and collect, compile and analyze data.

—~~Operate a personal computer and use applicable software.~~

Establish~~and~~, maintain effective~~and~~ foster positive and relationships~~harmonious relationships~~ with those contacted in the course of work.

Meet and serve the public with professionalism, courtesy and tact.

~~Initiate and carry out~~Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines to initiate and carry out required procedural assignments~~and tasks.~~

~~Use independent judgment and initiative.~~

~~Communicate~~Use English effectively orally to communicate in person, over the telephone, and in writing; write clear, concise, objective and interesting text and edit materials for objectivity; prepare clear and comprehensive reports and make oral~~effective~~ presentations.

~~Train, supervise and evaluate the work of assigned employees.~~

~~Handle Plan, organize, direct, coordinate, and evaluate the work of supervisory, technical, and office support staff; delegate authority and responsibility. Implement disciplinary actions when warranted.~~

~~Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.~~

~~Resolve conflict situations in a fair and amicable manner~~

~~Handle job stress and maintain composure in public settings.~~

~~Operate modern office equipment including computer equipment and applicable and specialized software including a variety of technology to prepare for, conduct and broadcast legislative body meetings.~~

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the ~~knowledge and abilities is as follows~~ required qualifications would be:

Education:

A Bachelor's Degree in Management, Business Administration, Public Administration or a related field from an accredited college or university.

AND

Experience:

Five years of progressively responsible experience in a City Clerk's office or related municipal setting, to include two years of lead or supervisory experience.

Special Requirements:

Must be able to work a flexible schedule to accommodate City needs.

Must be a Notary Public or ~~be able to~~ become a Notary Public within six months of appointment.

Possession of or ability to obtain a Certified Municipal Clerk designation:

~~Valid and appropriate California Drivers License and acceptable driving record at time within 24 months of appointment and throughout employment in this position.~~ from the International Institute of Municipal Clerks; Master Municipal Clerk designation is desirable

~~Must be able to operate or learn to operate a digital/tape recorder.~~

~~The City of Fullerton's Conflict of Interest Code requires that the City Clerk / Clerk Services Manager file financial disclosure statements in accordance with state and local laws.~~
Ability to travel within the area to attend various job related, professional, and organizational activities.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in a Council Chamber and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent ~~grasps,~~ standsgrasps, stands and walks and may twist, reach, bend, crouch, kneel and lift, move, push, pull, drag and carry boxes of files and other items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

~~Established~~Revised July 2025 – change from Confidential/Not-Represented to Executive and title change

Revised July 2004 – class consolidation (Clerk Services Manager and City Clerk)

Established July 2002