

CLERK OF THE COUNCIL (EM)

DEFINITION

Under direction of the City Council, administers all activities relating to local legislative processes including Council meetings, City elections, and the Public Record.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Receives all documents addressed to City Council; acts as City's agent for service of process. Administers appeal (Chapter 3) hearings. Acts as City's filing officer for FPPC and other legal documents. Prepares City Council Industrial Development and Santa Ana Financing Authority agendas. Records the proceedings of the City Council, Housing Authority, Industrial Development Authority, Santa Ana Financing Authority, and Community Redevelopment Agency. Maintains the Council Minutes, Ordinances, Resolutions and Santa Ana Municipal Code and indexes to same. Oversees Board and Commission appointments. Manages the City's repository of contracts and other legislative documents. Coordinates citywide Records Management Program. Maintains custody of City seal and certifies to document originality for evidentiary purposes. Assures compliance with Brown Act, Maddy Act (boards/commissions) and public notice requirements of City Council's behalf. Conducts all City elections. Administers oaths. Plans and directs Clerk of the Council operations. Participates on City's Executive Management Team. Participates in professional and community service activities; other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Single position classification appointed by City Council. Incumbent has legal and fiduciary responsibilities for carrying out the aforementioned duties on behalf of the legislative body and municipal corporation. This position interfaces with elected officials, the City's executive managers, representatives of other government agencies, and the public, requiring excellent communication skills, diplomacy, tact, and discretion.

MINIMUM BASIC QUALIFICATIONS

Extensive responsible management experience involving the administration of a City Clerk's or similar office, or any equivalent combination of education and experience which provides the desirable knowledge, skills and abilities. Education equivalent to graduation from college with a bachelor's degree and preferably a master's degree in Public or Business Administration may be used in conjunction with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Certification as a Municipal Clerk is desirable. Extensive knowledge of: local government statutes including the Elections and Government Code sections applicable to the city clerk, records management, basic functions of the office of city clerk, and quality management techniques. Excellent communication skills, particularly written, including computer literacy desired and Spanish competency preferred. Ability to gain the confidence of the City Council, executive management staff, and the public, and to function as a team player. Self-actuated with a good sense of humor.

Class Specification Reviewed and Revised: 10/94