

CITY OF LOMA LINDA

CITY CLERK /HOUSING COORDINATOR

DEFINITION

Under limited supervision, conducts and supervises programs of the City Clerk including records management, municipal elections, the preparation and maintenance of City Council agendas and minutes, and public/staff information on official business; as City official, signs all warrants and attests all agreements, contracts and documents; provides secretarial assistance to the City Manager; performs such other duties as may be assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Researches, retrieves, and provides information pertaining to minutes, ordinances, resolutions, and history of the City to citizens, Council, City employees and other entities; or directs such activity.
2. Develops and implements City Clerk records management procedures in compliance with federal, state, and local laws; provides information to other departments concerning records management, note taking for public meetings, posting/advertising requirements and procedures.
3. Collects information and prepares agendas for City Council meetings; attends meetings and takes notes of proceedings; prepares or directs the preparation of minutes and Council directed documents; reviews and approves all minutes and prepares minutes for final approval of the Council.
4. Directs the conduct of municipal elections; accepts absentee ballots; prepares appropriate resolutions and ordinances in conjunction with requirements for and results of the election; schedules and prepares necessary documentation for Council to certify elections; and posts election results.
5. Prior to election, in conference with the County Registrar of Voters, verifies and compares population data on each precinct and determines if realignment is appropriate; realigns precincts and revises precinct maps for municipal elections; provides revised maps to candidates.
6. Accepts, verifies and maintains filings from candidates for office; provides information to candidates about City, charter, responsibilities of the Council or Mayor, extent of authority, election signs, and requirements for filing campaign expenditures and donations; transmits information on candidates to election supplier for printing of ballots.
7. Receives mailings on legislative bills, and reviews and analyzes for possible effect on City; routes

to appropriate parties for review.

8. Maintains active file on potential board and commission members; researches file and notifies Council of potential members when vacancies occur.
9. Accepts, verifies, and keeps on file all bonds for construction, bid bonds, and contract bonds.
10. Publishes and signs all legal notices for majority of departments in City in accordance with state open meeting laws; arranges for transmittal to local newspaper.
11. Supervises assigned staff.
12. Notarizes documents for City and maintains record of documents notarized.
13. Provides secretarial assistance to the City Manager.

QUALIFICATIONS GUIDELINES

Education/Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include four years of progressively responsible experience in the performance of tasks common to programs carried out by a City Clerk.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and methods of records management, and related legal requirements; state and local laws concerning public meetings, the conduct of elections, and voting requirements; minute taking procedures; City organization and functions of the various departments of the City; requirements of the various City boards and commissions; methods and techniques of supervision. Skill in the operation of a typewriter at a speed of 60 wpm, and take dictation at a speed of 100 wpm. Ability to conduct research; read and interpret legal documents; explain laws, ordinances, rules and regulations, policies and procedures; communicate effectively both orally and in writing; administer oaths; deal in a courteous manner with the public, City management, employees, and officials from other agencies; use and edit for correct English grammar, punctuation, and spelling; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a Notary Public appointment.

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.