

CITY OF MILPITAS
Effective: 5/2/89
Revised: 2/2005
EEOC: Official/Admin
FLSA: Exempt
Unit: Unrepresented
Physical: 1

CITY CLERK

DEFINITION

Plan, organize, and direct a variety of complex administrative, technical, and supervisory duties in support of the City Clerk Division, including preparation and maintenance of all City Council agendas, minutes, and correspondence and maintenance of official City documents and records; oversee and supervise word processing, the print shop, and reception services; administer the passport acceptance program.

DISTINGUISHING CHARACTERISTICS

This is a management position responsible for administration of the City Clerk Division's operations. The incumbent works under the direction of the City Manager and exercises supervision over clerical and technical positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, direct, and coordinate all activities of the City Clerk's Office.
- Develop and implement goals, objectives, policies, procedures, and priorities relative to the City Clerk's Office.
- Serve as Secretary to the Milpitas Redevelopment Agency.
- Attend City Council meetings and oversee the preparation of minutes.
- Maintain official City documents and records, including filing, indexing, and codification.
- Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, and records retention.
- Certify, notarize, and record City documents.
- Administer and conduct municipal elections.
- Administer Fair Political Practices Commission requirements.

CITY OF MILPITAS
City Clerk

- Provide notary service.
- Research public records and provide information to the public and staff concerning City Council and Redevelopment Agency's actions, laws, ordinances, codes, procedures, and projects.
- Implement the requirements of the Open Government Ordinance.
- Coordinate City Clerk activities with other City departments, outside agencies, and the general public.
- Attend applicable meetings as assigned; serve as staff to a variety of special boards and commissions involving both the City and other outside agencies.
- Oversee and supervise word processing, the print shop, and City Hall reception services.
- Oversee and administer passport acceptance program activities.
- Serve as Parking Violation Hearing Officer.
- Supervise, train, and evaluate assigned technical and clerical positions.
- Resolve work problems and interpret administrative policies for subordinates, other departments, and the public.
- Compile agenda items for City Council and Redevelopment Agency meetings; direct preparation and distribution of agenda packets; summarize and publish agenda information.
- Oversee the indexing, processing, copying, distribution, filing, and certify copies of ordinances, resolutions, official minutes and other public records; maintain and supervise codification of the Municipal Code.
- Supervise preparation and publication of legal and public notices in coordination with City departments.
- Monitor workflow, plan, organize, direct, supervise, and evaluate Division staff, and service levels.
- Develop and prepare the Division's annual budget and monitor expenditures throughout the year.

CITY OF MILPITAS
City Clerk

- Administer special programs and process related documents, such as insurance certificates, Statements of Economic Interest, BINGO license and renewals, Weed Abatement, passport program, special permits, and all other statutory duties.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, and municipal laws, regulations and procedures related to City Clerk functions, including municipal elections and public records.
- Organization and functions of municipal government.
- Principles and procedures of record keeping and records management.
- Principles of organization, administration, budget and personnel management.
- English usage, grammar, spelling and punctuation.
- Modern office practices, procedures, and equipment, including computers and office software applications.
- Principles and practices of management, supervision, training, and performance evaluation.

Ability to:

- Plan, organize, direct and coordinate the activities of a City Clerk's Office.
- Establish and maintain positive and effective working relationships with the City Council, City Staff, the public, other governmental agencies, and the media.
- Maintain filing systems and complex records including confidential data.
- Organize material in compliance with laws, regulations, and policies.
- Supervise, train, and evaluate assigned professional, technical, and clerical personnel.
- Interpret and apply administrative and departmental policies, laws and rules.
- Locate and assemble data; provide information and organize material in conformance with laws and procedures.

- Interpret a wide variety of documents and apply knowledge of diverse procedures.
- Keep abreast of laws, regulations, and pertinent professional knowledge related to the field.
- Communicate effectively, both orally and in writing.
- Efficiently take and transcribe notes using shorthand, brief-hand, or another method.

EDUCATION AND EXPERIENCE

Education:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or closely related field; or additional equivalent experience.

Experience:

Five (5) years of increasingly responsible administrative experience working within a City Clerk's office; including at least three (3) years of supervisory experience.

License or Certificate

Possess and maintain an appropriate, valid California Driver's License.

Possess, or obtain within six (6) months of employment, and maintain throughout employment a Notary Public Commission.

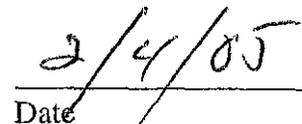
SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to take notes at a rapid speed; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas.

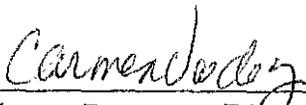
Approved:



City Manager



Date



Human Resources Director