
Job Description: City Clerk

City of Ferndale

DEFINITION

The primary duty of the City Clerk is to provide administrative and policy support for City staff, City Council, Planning Commission, committees and the public. Under the direction of the City Manager, the City Clerk participates in carrying out essential city responsibilities including but not limited to: coordinating the production of legislative agendas, packets and minutes; attending City Council, Planning Commission and committee meetings; serving the public at the front counter of City Hall; issuing routine permits and licenses; and administering the City's records management system and relaying requests for information to the appropriate parties. The City Clerk fills multiple roles for the City of Ferndale and will be expected to perform related tasks as assigned by the City Manager.

DUTIES

- ◆ Assists City Manager with various administrative tasks, often of a confidential nature.
- ◆ Serves as recording secretary; records actions taken and assures that information is properly and accurately maintained in City's record files; provides notice of action taken to appropriate parties.
- ◆ Works with City Council, Planning Commission, committees, City Manager, City staff, the public and others to prepare City agendas and agenda packets.
- ◆ Receives and reviews agenda items for complete submittals and Brown Act compliance.
- ◆ Prepares and posts legal notices, agendas and related documents.
- ◆ Establishes, maintains and indexes files for the City Council, Planning Commission, and committees; researches and provides back-up materials on a variety of issues.
- ◆ Certifies City Council, Planning Commission, and committee action authenticity and prepares certified copies of such actions, as required.
- ◆ Prepares and distributes ordinances, resolutions, proclamations, staff reports, correspondence and other essential documents.
- ◆ Maintains databases for business and dog licenses; prepares annual mailings; collects funds and distributes licenses.
- ◆ Prepares and distributes applications for building, land use and design review permits; collects fees; issues permits.
- ◆ Manages the processing, indexing, and preservation of vital records including ordinances, resolutions, contracts and other legal documents in accordance with federal, state and local statutory requirements.
- ◆ Ensures compliance to various state laws, including the Brown Act, Maddy Act, Public Records Act, California Elections Code and Political Reform Act/Fair Political Practices Act.
- ◆ Maintains record management system; adheres to the Records Retention Schedule; recommends improvements and modifications as needed.

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- ◆ Answers questions; provides information, forms and applications; explains City policies and procedures; provides information to the public and others on matters concerning City protocols.
- ◆ Maintains Municipal Code Book; is responsible for codification of ordinances and other actions.
- ◆ Interacts with City Manager, Council, Commission and Committees, staff, other agencies and officials, and the general public to accomplish projects and duties.
- ◆ Coordinates local activities for City elections, including issuing nomination and campaign papers, providing information on candidate eligibility and providing information to County election division
- ◆ Maintains roster of City boards, commissions, committees and other appointments.
- ◆ Other duties as assigned by the City Manager.

QUALIFICATIONS

Knowledge of:

- ◆ Administrative requirements for filing, publishing and processing of various City matters.
- ◆ Basic land use and zoning principles, including historical and design review areas.
- ◆ Policies and procedures governing the City of Ferndale, City Council, Planning Commission and Committees.
- ◆ Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment, including a word processor.
- ◆ California municipal law as it relates to City Clerk functions.
- ◆ Municipal Code structure and maintenance principles and practices.
- ◆ Fair Political Practices and Ralph M. Brown Act.
- ◆ Records management methods and procedures for City Clerk functions.
- ◆ Computer skills, Adobe Acrobat, Microsoft Word, Microsoft Excel.

And the ability to:

- ◆ Organize and maintain accurate recordkeeping and indexing systems.
- ◆ Prepare agendas and research and organize pertinent materials for agenda items.
- ◆ Advise the City Manager on policy and procedures interpretations for record keeping.
- ◆ Prepare concise meeting minutes, documentation and other reports and correspondence.
- ◆ Perform word processing tasks accurately and develop and organize electronic files.
- ◆ Establish and maintain effective working relationships with those encountered.
- ◆ Apply verbal and written communication skills.

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- ◆ Accomplish tasks in reasonable time frames, and be task-oriented.
- ◆ Demonstrate strong organizational and customer satisfaction skills.
- ◆ Communicate effectively, orally and in writing, in both technical/ non-technical terms.
- ◆ Understand and follow oral and written instructions, policies and procedures from the City Manager.
- ◆ Prepare and present accurate and reliable reports containing findings and recommendations.
- ◆ Operate a personal computer using software applications appropriate to assigned tasks.
- ◆ Use logical thinking and creative thought processes to develop solutions following directions.
- ◆ Perform duties and responsibilities with accuracy to meet deadlines and changing priorities.
- ◆ Quickly learn and put to use new information and/or technology, skills and knowledge.
- ◆ Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL PHYSICAL ABILITIES

- ◆ Sufficient clarity of speech and hearing or other communication capabilities, with reasonable accommodation, to enable the employee to communicate effectively;
- ◆ Sufficient powers of observation, with reasonable accommodation, to review a wide variety of materials in electronic or hard copy form;
- ◆ Sufficient manual dexterity, with reasonable accommodation, to operate a personal computer, telephone, and other related equipment;
- ◆ Sufficient personal mobility and physical reflexes, with reasonable accommodation, to safely lift, move, or maneuver administrative materials and equipment to perform position duties;
- ◆ Sufficient personal mobility and physical reflexes, with reasonable accommodation, to efficiently perform Clerk duties, including motorized vehicles and equipment.