

RESOLUTION NO. 2018-056

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING THE POSITION TITLE, SALARY RANGE, AND ASSOCIATED JOB
DESCRIPTION FOR AN ASSISTANT CITY CLERK POSITION**

WHEREAS, the Executive Assistant to the City Manager (EACM) position became vacant and the City Clerk's Office assumed the job duties and responsibilities of the EACM position; and

WHEREAS, staff analyzed the job duties that the EACM position provided to the City Council and City Manager's Office and the City recruited for an Administrative Assistant position in the City Clerk's Office instead of the allocated EACM position; and

WHEREAS, staff analyzed the job duties of the incumbent Deputy City Clerk and determined that the job duties are more closely in alignment with that of an Assistance City Clerk; and

WHEREAS, based on review of the needs of the City Clerk's Office and the City Manager's office, staff has analyzed the associated costs and benefits and recommends the elimination of the EACM position and reclassification of the Deputy City Clerk position and the creation of the position of Assistant City Clerk; and

WHEREAS, staff has created the job description for the Assistant City Clerk position that reflects the needs of the City; and

WHEREAS, staff has conducted a salary survey and recommends placement of the Assistant City Clerk position in the Confidential Unit salary range 84-CF (\$5,869.00 - \$7,134.94 monthly).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the elimination of the position of Executive Assistant to the City Manager, the addition of an Assistant City Clerk position with a job description set forth in Exhibit A, which is attached hereto, and reclassification of the Deputy City Clerk to Assistant City Clerk; and

BE IT FURTHER RESOLVED that the Assistant City Clerk position is established at the salary range listed above; and

BE IT FURTHER RESOLVED that the position allocated in the FY 2017-18 budget is changed from Deputy City Clerk to Assistant City Clerk.

DULY AND REGULARLY ADOPTED this 24th day of April, 2018.

CITY OF ROHNERT PARK

Pam Stafford

Pam Stafford, Mayor

ATTEST:

JoAnne M. Buergler
JoAnne M. Buergler, City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

City of Rohnert Park

ASSISTANT CITY CLERK

DEFINITION

Under general direction, the Assistant City Clerk performs a variety of highly responsible and complex technical administrative activities in support of the operation of the City Clerk's Office; provides and may supervise assigned administrative support for the City Council and City Manager's Office; supports the City's records management and document imaging program; assists with municipal elections and FPPC filings and compliance; maintains various organizational policies, procedures and tracking systems to ensure legislative compliance with government codes; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant City Clerk is a lead position with responsibility for day-to-day activities in the City Clerk's Office. It is distinguished from the Deputy City Clerk by the level of independent decision-making and program oversight responsibility. The Assistant City Clerk is distinguished from the City Clerk by the latter's overall responsibility for the City Clerk's Office operations and position as official Clerk of the City Council and City's Custodian of Records.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the City Clerk. In the absence of the City Clerk, the position reports to the City Manager. This position may provide lead supervision of administrative support staff in the City Clerk and/or City Manager's Offices.

ESSENTIAL JOB DUTIES

(These duties are a representative sample; position assignments may vary)

- Provides general oversight for the day-to-day operations of the City Clerk's and City Manager's Offices; monitors and supports activities; provides professional and technical guidance to subordinate staff; interacts with the public as intermediary for the City Manager; handles complaints and responds to questions.
- Provides complex, responsible and confidential administrative support to the City Council and City Manager including drafting policies, procedures, agenda items and proclamations, making travel arrangements, scheduling executive calendars, and overseeing arrangements and set-up for City presentations and large community group meetings.
- Prepares City Council meeting agendas; compiles and distributes agenda packets and related materials, memos, resolutions, ordinances, City Manager reports and notices, proclamations, public recognition documents and communications.
- Attends City Council meetings, takes minutes, and prepares official action minutes.

- Prepares, signs, seals, certifies and processes City Council action items including composing and preparing correspondence and advising various individuals of City Council actions; directs publishing, posting, and mailing of notices; attests, certifies, and records all ordinances, resolutions and agreements; processes City Council meeting follow-up assignments and other municipal legal documents.
- Prepares and posts legal and public notices as required by law for various matters including public hearings, reading of ordinances, and notices for available commission, committee and board positions.
- Processes and distributes signed contracts and/or agreements.
- Receives, processes, and files claims and lawsuits against the City; accepts and processes subpoenas and Public Record Act Requests; assists the public and City staff by providing information, research and reference assistance.
- Administers Oaths of Office to elected, appointed officials and city employees; attests and/or notarizes City department documents.
- Assists with municipal elections and Fair Political Practices Commission filings.
- Designs and maintains web pages.
- Updates and posts to a wide variety of social media platforms.
- Participates in the development and administration of the department's budget.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, and municipal corporate history.
- Assists in the administration of the City's records management and document imaging program; guides departments in implementing procedures and policies relating to the centralized storage of records and documents; advises on methods of retrieval, retention, security, maintenance, and disposition of all records materials.
- Assists in maintaining records of and carries out procedures for appointments to City commissions, committees, and boards including preparation of Maddy Act required notices.
- May serve on the Emergency Management Team in the event of a disaster or emergency.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrates care for the organization, customers, and coworkers
- Performs work of the highest quality possible
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Education and/or Experience

Sufficient education, training, and experience to successfully perform the duties of the Assistant City Clerk are required and typically attained by achieving one or more of the following:

- Equivalent to completion of the twelfth grade is required.
- Four (4) years of increasingly responsible experience in a Municipal Clerk's Office or other public administration position; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Completion of college-level course work related to area of assignment is desirable.
- A Bachelor's Degree in a related field is desirable.

Licensing Requirements:

Positions in this class typically require:

- Possession of a California Class C Driver's License by date of appointment.
- Certification as a Notary Public within one (1) year of appointment.
- Completion of California Municipal Clerk accreditation within three (3) years of appointment.

Special Requirement:

- Per California State Law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits, and operable windows.

Knowledge of:

- Pertinent federal, state and local laws, codes, regulations including the Brown Act, Public Records Act, Political Reform Act, Maddy Act and Elections Code; City policies, rules, regulations and precedents related to the City Clerk and City Manager's Offices and other departments affecting the operation of the City.
- California election law as it pertains to municipal elections and the regulations and requirements for compliance with the Fair Political Practices Commission (FPPC).
- Legal requirements regarding the preparation, maintenance, and retention of municipal records.
- Principles and practices of organization and public administration; supervision, training and performance evaluation; meeting protocol and parliamentary procedures.
- Exemplary customer service skills, including proper English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and equipment and business letter writing; basic financial recordkeeping techniques.

- Business correspondence formatting; basic budgeting theories and principles.
- Time management and calendaring techniques.
- Operation of a standard office computer and related software and equipment including significant knowledge of Microsoft Office Suite.

Skill to:

- Type at a minimum rate of 50 net words per minute from clear, legible copy; operate a variety of standard office word processing, spreadsheet, publishing, database management software and office computers to perform the duties of the position.

Ability to:

- Effectively communicate clearly and concisely, both orally and in writing, with elected officials, high level managers and members of the public with tact and a high degree of political acumen;
- Operate computer equipment including word processing and other types of software as required to fulfill essential duties and responsibilities;
- Properly interpret and apply federal, state and local laws, regulations, procedures and policies;
- Establish and maintain effective working relationships with department and City employees;
- Supervise subordinates if/as assigned;
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare clear, concise and complete meeting documentation and other written correspondence and reports;
- Independently monitor various deadlines and legal requirements for compliance with Election Code and other regulations;
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal direction;
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public;
- Maintain complex records and file systems including web-based and information tracking data bases, summarize written material and interpret a wide variety of documents including contracts, ordinances and policies;
- Work independently, maintain confidentiality and exercise good judgment in carrying out assigned tasks; and
- Learn and utilize new technology.

Working Conditions:

Possess mobility to work in a standard office setting and use standard office equipment, including a computer. Operate a motor vehicle to attend meetings and conferences. This is primarily a sedentary office classification. The position also requires grasping,

repetitive hand movement, finger dexterity and fine coordination in preparing statistical reports and data using a computer keyboard and calculator. Additionally, the position requires near, far, and color vision in reading correspondence, statistical data, and using the computer. Hearing and speech are required to communicate in person, before groups and over the telephone. Employees must possess the ability to lift, carry, push and pull materials and objects necessary to perform job functions. The position requires standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Work is performed in an office setting with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may encounter contentious individuals over the phone and/or in person. Position may require working nights and weekends.

FLSA Status: Exempt
Employee Unit: Confidential
Approved By:
Date Approved: