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**CITY CLERK**

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**DEFINITION**

The City Clerk serves as clerk of the City Council and as such facilitates the functioning of the City Council as the City's legislative body; performs statutory functions as determined by the City of Alameda City Charter and the Government Code; serves as the administrative head of the City Clerk's Office. Performs other related work as required.

**FUNCTION STATEMENTS**

The City Clerk is appointed by and reports to the City Council.

The City Clerk is responsible for all operations of the City Clerk's Office with responsibility for the planning, organization, general administration, financial management and effective operation of the department. The City Clerk manages programs and services including municipal elections and the administration and enforcement of state and federal laws regarding election and campaign financing disclosure, preparation of City Council agendas and minutes, maintenance and indexing of official City records including a records management program, legislative analysis, and enforcement of pertinent laws such as those relating to elections and campaign financing disclosure; attends Council meetings, and is responsible for the documentation, maintenance and dissemination of all Council actions, including minutes, ordinances, resolutions, contracts, deeds, bonds, correspondence and reports; maintains municipal code book; monitors and processes all appointments, resignations, and terminations of official board and commission members; accepts subpoena and summonses and complaints for and on behalf of the City; coordinates preparation and administration of City Clerk and elections budgets; supervises, trains and evaluates City Clerk personnel.

The City Clerk performs all duties as may be prescribed by the Council.

**DUTIES**

As defined in the City of Alameda City Charter duties of the City Clerk include:

- X To perform all duties imposed upon him/her by general law where not inconsistent with this Charter or the ordinances of the City.
- X To act as Clerk of the City Council and keep an accurate public record of Council proceedings.
- X To have custody of the Official Seal, deeds, leases, contracts and all records of the Council and other official records.
- X To take affidavits and administer oaths in all matters affecting the business of the City.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in public or business administration or a related field.

Experience: Five years experience in relevant and complex administrative work typically associated with City Clerk duties including supervisory responsibilities; direct experience as a City Clerk or Deputy Clerk is highly desirable.

Knowledge

Knowledge of the principles and practices of public administration and modern municipal government structure and operations; political processes; state and federal laws related to municipal elections, open meetings, parliamentary procedure, and political reform requirements; state and federal municipal records maintenance laws and procedures; modern principals and practices of records management systems, including electronic document management systems.

Ability

Ability to effectively and efficiently serve as clerk of the City Council; plan, organize, coordinate and direct all City Clerk activities and functions in accordance with established policy; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; apply state, federal and local laws and regulations; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; and establish and maintain effective working relationships with employees, public officials, other agencies, and the general public.