



## ***CITY CLERK / HUMAN RESOURCES DIRECTOR***

### **Job Description**

#### **GENERAL STATEMENT OF DUTIES:**

Plans, organizes and directs the overall operation of the City Clerk/Human Resources Department. Under administrative direction plans, organizes, directs and participates in all City Clerk functions, including retaining custody of and maintaining the City's official records, coordinating the conduct of City Council and Special Measure/Initiative elections. Serves as the City's Human Resources Director and is responsible for directing, coordinating, and carrying out the human resources functions for the City including, but not limited to, the areas of recruitment, labor relations, employment, safety, compensation, benefits, contracts, temporary staffing, training, performance evaluation, employee relations and investigations, and government compliance. Exercises extensive staff, public, and organizational contact requiring the accurate interpretation of City policies, procedures, standards and requirements and the ability to maintain strict confidentiality while handling highly sensitive information.

#### **SUPERVISION RECEIVED:**

The Office of City Clerk is established pursuant to Section 36501 of the California Government Code and shall hold the Office at the pleasure of the City Council. (B.M.C. §2.12.010). In both the City Clerk and Human Resources Director role, works under the general direction of the City Manager who reviews work for conformance with policy.

#### **EXAMPLE OF DUTIES:**

##### ***City Clerk Duties:***

1. The City Clerk shall have all of the powers, duties, and responsibilities granted to and imposed upon the Office of the City Clerk by provisions of Chapter 2 of Part 3 of Division 3 of Title 4 of the Government Code of the state (commencing with Section 40800), other general laws of the state, the provisions of this code, and the ordinances and resolutions of the City Council.
2. The principal functions of the City Clerk shall be:
  - A. Attend all meetings of the City Council and be responsible for the recording and maintenance of a record of all the actions of the Council;
  - B. Keep all ordinances and resolutions of the Council in such a manner that the information contained therein will be readily accessible and open to the public. The City Clerk shall attach to the original copy of each ordinance a certificate which shall state the date the ordinance was adopted and, as to an ordinance requiring publication, that the ordinance has been published or posted in accordance with law;

- C. Keep all records of the Council and of the Office of the City Clerk in such manner that the information contained therein will be readily accessible and open to the public until such time as any of the records may be destroyed, or reproduced and the original destroyed, in accordance with state law;
  - D. Serve as the official custodian of all city records;
  - E. Be the custodian of the seal of the city;
  - F. Prepare the council agendas and electronic packet, in conjunction with and under the direction of the City Manager;
  - G. Perform the duties prescribed by the California Elections Code in conducting municipal elections;
  - H. Perform the duties imposed upon City Clerks by the California Political Reform Act;
  - I. Be responsible for the publication of all official advertising for the City;
  - J. Be responsible for the maintenance and distribution of the municipal code;
  - K. Process all claims filed against the city and its officers, agents, or employees, pursuant to Chapters 1 and 2 of Part 3 of Division 3.6 of Title 1 of the California Government Code (commencing with Section 900) and Chapter 3.08 of Title 3 of this code;
  - L. Perform the financial and accounting duties imposed upon the City Clerk by Section 40802 through 40805 of the California Government Code; and
  - M. Perform such other duties consistent with this code as may be required of the City Clerk by the City Council (B.M.C. §2.12.030).
3. The City Clerk shall assist the City Manager in administering the affairs of the city efficiently, economically and harmoniously (B.M.C. §2.08.080).
- A. Acts as secretary to the Mayor, Council and City Manager.
  - B. Plans and performs a variety of complex clerical and secretarial duties related to the functions assigned. Maintains and updates the City's website. May perform other clerical duties in maintaining smooth workflow and answering questions requiring the interpretation of rules and regulations.

***Human Resources Director Duties:***

1. Administers and manages all aspects of the City's personnel system, including but not limited to, recruitment, labor relations, employment, safety, compensation, benefits, contracts, temporary staffing, training, performance evaluation, employee relations and investigations, and government compliance.
2. Develops and maintains personnel policies, procedures, and rules.
3. Maintains all confidential employee personnel files, including time sheets and insurance records, as required by law.
4. Monitors employee attendance and leaves of absence.
5. Assists employees in handling of issues with any group insurance or other employee benefit programs, and deals directly with carriers. Serves as City's representative to CALPERS and administers the City's employee benefits plan.
6. Serves as City's Risk Manager; administers claims against the City.
7. Administers and monitors all Workers' Compensation claims.
8. Selects department employees; plans, organizes and assigns work; develops and establishes work methods and standards; reviews and evaluates employee performance.
9. Maintains all employment records and prepares all employment reports as required by law.
10. Conducts research and prepares special personnel reports for City Manager, Department Heads and City Council. Participates in City management staff meetings and may serve on special committees as directed by the City Manager.

**KNOWLEDGE, SKILLS AND ABILITY:**

*City Clerk:* Familiarity of laws, rules, and regulations, related to City Council policies and procedures including the Brown Act and the Fair Political Practice Commission; preparation and distribution of agendas and minutes; claims against the City; elections; City policies and procedures including the Municipal Code.

*Human Resources Director:* Considerable knowledge of policies and practices of public personnel administration; knowledge of recruitment, labor relations, employment, safety, compensation, benefits, contracts, temporary staffing, training, performance evaluation, employee relations and investigations, and government compliance; knowledge of the laws, rules, and regulations that govern public employment in the State of California; ability to maintain confidential records.

*General:* Must have knowledge and experience regarding records retention, office practices and procedures, office equipment and filing systems; knowledge of business correspondence methods including good business vocabulary, grammar and spelling; ability to operate a variety of office and communications equipment, including personal computers and transcription equipment; ability to use a variety of software programs including word processing; ability to formulate and administer broad accounting and employment policies and procedures; ability to meet successfully with the City Council, department heads, other public officials, employees, and the general public, and to establish effective working relationships with them. Ability to deal with the general public in person and by telephone. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Bending, stooping, kneeling, reaching, lifting and carrying approximately 25 pounds at waist high level. Frequent sitting, some standing and walking required. High use of computer terminal and keyboard. High to moderate requirement for hand coordination, visual ability and cognitive abilities. Must tolerate moderate noise levels and interruptions in open office environment. Works indoors in controlled conditions.

**EXPERIENCE, EDUCATION AND TRAINING:**

Knowledge and experience of functions and duties of serving as a City Clerk; a City custodian of records; a City Elections filing official; a Claims filing official; and knowledge and experience of public personnel administration.

A Bachelor's degree from an accredited college or university in Public or Business Administration, Political Science, Personnel Administration, or a closely related field required. Possession of a Certified Municipal Clerk certificate desired. Graduate degree in Public, Personnel, or Business Administration or a closely related field and/or Master Municipal Clerk certification may qualify City Clerk for additional incentives. A Certification as Professional in Human Resources (PHR) or a Senior Professional in Human Resources (SPHR) is highly desirable.

**SELECTION GUIDELINES:**

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

**This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is an at-will Exempt Management position. The position is salaried and no additional compensation is authorized for overtime.**