



CITY OF LAKEPORT

ADMINISTRATIVE SERVICES DIRECTOR/CITY CLERK

Job Description

DEFINITION

Under administrative direction, plans, manages, and directs the operations of the Administrative Services Department, which includes Human Resource related functions such as recruitment, selection, classification, salary administration, and other related programs and further includes the statutory responsibility of City Clerk including; maintenance of official records, service as the city elections official, service as liaison between members of the City Council and the public.

CLASS CHARACTERISTICS

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical, and office support personnel. The Director of Administrative Services/City Clerk is the administrative management level class, which oversees all functions and operations of the Administrative Services Department and will exercise policy interpretation and application for assigned program or functional area. The incumbent is expected to demonstrate technical competence in the assigned areas while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with law, ordinance, and City policy. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for the administration of all City Departments and operations. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assists in the planning, development and implementation of personnel management programs and policies. Conducts classification studies, including audit and analysis of positions; prepares and revises class specifications; conducts and responds to compensation study requests; maintains and updates salary schedules.

Assists in the investigations of discrimination and harassment complaints and in the resolution of employee disciplinary and grievance complaints. Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.

Participates on the City's negotiating team during negotiations; assists with preparation for negotiations; researches and evaluates proposals, including costs; makes recommendations on proposed items. Administers and oversees formally adopted benefit programs.

Provides assistance to City Departments and employees on personnel management problems, staffing and organizational needs, the interpretation of personnel management policies and procedures, and in resolving personnel management problems.

Oversee preparation of the council agendas and maintain a record of all the actions including ordinances and resolutions of the council. 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. Respond to public and staff inquiries and provide assistance in the use of public records.

Provide clerical support to the Mayor and City Council; administer and enforce the Local Conflict of Interest Code; administer Oaths of Office; serve as the official custodian of all city records; be the custodian of the seal of the city; serve as the City's elections officer.

Accept, verify, and maintain FPPC filings for candidates for office; provide information to candidates about City, responsibilities of the Council or Mayor, extent of authority, election signs, and requirements for filing campaign expenditures and donations; transmit information on candidates to County for printing of ballots; process the filing of Conflict of Interest and election campaign statements.

Perform the duties imposed upon city clerks by the California Political Reform Act, the Brown Act, and the Maddy Act; serve as filing officer for all Statements of Economic Interest and disclosure statements; responsible for the publication of all the official advertising of the city; process all claims filed against the city and its officers, agents, or employees.

Assesses workload, establishes priorities and explains assignments and schedules to staff to ensure the smooth flow and timely completion of projects. Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.

Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints. Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed. Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Director of Administrative Services/City Clerk. A typical way of obtaining the required qualifications is to possess the equivalent of 4 years of broad and extensive experience in municipal administrative services management or related management experience. Bachelor's degree highly desirable.

Knowledge, Skills and Abilities

Modern principles, practices, and techniques of municipal records management; principles and practices of human resource management; principles of risk management; methods and techniques of supervision, training, and motivation; applicable federal, state, and local laws, codes, and regulations relating to public records, human resources, and risk management; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Plan, organize, direct, review and supervise the work of a small administrative and office support staff. Delegate authority and responsibility effectively. Perform professional, technical personnel management analysis including the preparation of complex analytical reports and documents. Interpret and apply personnel management laws, rules, regulations, policies and guidelines. Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public. Present ideas effectively orally and in writing. Read, comprehend and apply complex laws and regulations. Lead, supervise, evaluate and train personnel effectively and maintain discipline. Organize, implement and supervise departmental goals and City objectives. Use computer and needed programs effectively. Organize, analyze, manage and implement a variety of personnel programs. Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work. Communicate effectively, orally, electronically and in writing.

Special Requirements

Possession of, or the ability to obtain, a valid Class C California driver's license.
 Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

PHYSICAL PROFILE:

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	MM173
FLSA	Exempt
ADOPTION DATE	1/19/2016
REVISION DATE	
APPROVED BY:	