

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: City Clerk	Job Family:
General Classification: Management	Job Grade:

Definition: To facilitate the functioning of the City Council as the City's legislative body; to perform mandated functions required by State law; and to perform related functions.

Distinguishing Characteristics: This position serves as an officer of the City as provided for in the City Charter. The City Clerk reports to, and is appointed by, the City Council.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Prepares and coordinates agenda for City Council meetings.
2. Maintains true record of all proceedings of Council, following through and giving attention to items acted upon, such as acknowledging communications, publishing and mailing notices, and recording documents.
3. Hires, trains, motivates and evaluates staff.
4. Provides and supervises administrative and clerical assistance for the Mayor and City Council.
5. Keeps records of all written contracts, official bonds and annexation materials; keeps all records properly indexed and filed for ready reference.
6. Directs the maintenance of official City records and the City's records center.
7. Edits and maintains the Mountain View City Code.
8. Maintains custody of the City Seal.
9. Administers oaths or affirmations and certifies copies of official records.
10. Plans, coordinates and conducts City elections; answering related questions and assisting the public as necessary.
11. Administers requirements of Campaign and Financial Disclosure Act.

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12. Develops and administers City Clerk and City Council budgets.

Minimum Qualifications:

Knowledge of: Record keeping and records management, particularly as it relates to municipalities; City government and structure; election procedures; office management techniques; political processes; City policies and procedures.

Ability to: Perform office management and record-keeping functions; hire, train, motivate and evaluate staff; communicate effectively orally and in writing; take and accurately transcribe notes of public meetings; prepare and administer a departmental budget; plan, coordinate and conduct City elections and other events; coordinate and communicate with Council, Commissions, management, staff and the community.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to completion of two years of college and two years experience as a City Clerk or Deputy City Clerk.

Required Licenses or Certificates: Valid California driver's license.

Working Conditions: Required to work various hours, including evenings and weekends.

Established February 1980

Revised August 1991

CLASS SPECS

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