



City Clerk

FSLA Non-Exempt/Hourly

Wage: \$24.02 to \$34.25

Definition: The City Clerk is selected and appointed by the City Council and serves in collaboration with and in support of the City Manager. The Clerk is accountable to the City Council for ensuring compliance with state and local laws related to elections, legislative processes, and records management. The Clerk serves as a liaison between the public and the Council and promotes access to city-related information.

Supervision Received and Exercised

City Clerk reports to the City Council, receives general administrative guidance from the City Manager and may provide guidance to administrative support staff.

DESCRIPTION OF CITY CLERK DUTIES:

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

Primary Duties:

- Serves as a professional resource on parliamentary procedures (Rosenberg's Rules).
- Ensure compliance with the Maddy Act, the Brown Act, and other open meeting requirements.
- Work with the City Attorney and City Manager to ensure proper noticing, formatting, and legal compliance of agendas, resolutions, and ordinances.
- Serve as the City's Elections Official; administers municipal elections in coordination with Humboldt County Elections.
- Issue candidate packets, processes nomination papers, petitions, and ballot measures.
- Oversee filing requirements under the Fair Political Practices Reform Act, including Statements of Economic Interest and Campaign Statements.
- Assist Humboldt County election officials in certification of election results and provides impartial information to the public.

- Administer oath of office.
- Assist in coordination, preparation, post, and distribute City Council agendas, notices, and minutes.
- Attend and support City Council and Planning Commission meetings, record official proceedings, and maintain the legislative history of the City.
- Coordinate Council logistics, including appointments to commissions and committees.
- Provide legislative research support to City Council.
- Serve as custodian of official City records, including ordinances, resolutions, contracts, deeds, City Seal, and historical records.
- Administer the City's records management program, including retention, archiving, and public disclosure.
- Respond to Public Records Act requests and legislative research inquiries.
- Maintain and updates the City of Blue Lake Municipal Code.
- Receive, record, and process petitions, claims, lawsuits, and official notices.
- Oversee publication of legal notices and ordinances as required by law.
- Provide information to the public, elected officials, and staff regarding City policies, procedures, ordinances, resolutions and actions.
- Oversee the posting, handling of submissions, conducts bid openings, reads and records proposals/bids.
- Assist the City Manager with administrative projects as needed.

ADVANCED (Includes all Primary plus):

- Conduct legislative and policy analysis to support City Council and City Manager decision-making.
- Prepare staff reports and analytical documents regarding municipal policies and operations.

- Research, writes, and manages grant applications to secure funding for City programs and services.
- Monitor grant compliance, prepares required reports, and ensures timely expenditure of grant funds.
- Develop and implements process improvements in records management, elections, and administrative procedures.
- Provide training and mentorship to support staff and junior clerical staff as assigned.
- Acts as City Manager in their absence.

Knowledge of

- California municipal law as it relates to City Clerk functions.
- Principles and practices of municipal records management, including electronic systems.
- Brown Act, Public Records Act, Maddy Act, Political Reform Act, and Elections Code.
- Parliamentary procedures for public meetings (Rosenberg's Rules of Order).
- City of Blue Lake Municipal Code and Council procedures.
- Customer service practices and methods for effective public interaction
- Agenda development and public meeting preparation, including virtual meeting set-up and management.
- Policy analysis, grant research, and grant management (Advanced).

Ability to

- Facilitate municipal elections in compliance with state and local laws.
- Read, write, and comprehend English grammar, spelling efficiently.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage, and to draw and interpret graphic representations and charts.
- Perform basic to advanced computer skills including email, word processing, spreadsheet, graphics, report writing, etc.

- Apply common sense understanding to carry out detailed written or oral instructions.
- Maintain accurate records and produce clear, concise agendas and minutes.
- Interpret and apply federal, state, and local laws and regulations.
- Communicate effectively and concisely, both orally and in writing.
- Exercise tact, discretion, and sound independent judgment.
- Maintain confidentiality and provide public service with professionalism and integrity.
- Establish cooperative working relationships with City officials, staff, and the public.
- Provide parliamentary procedure guidance to elected and appointed officials during meetings
- Conduct analysis and prepare reports on municipal policy and legislative issues (Advanced).
- Research, write, and manage grant applications and compliance reporting (Advanced).

Qualifications

- Associate's degree in Public Administration, Political Science, Business Administration, or related field required; Bachelor's degree desirable.
- Two (2) years of progressively responsible experience in municipal government, preferably in a City Clerk's Office (Level I).
- Four (4) years of progressively responsible experience in municipal government, including policy analysis and grant management, with supervisory or lead experience preferred (Advanced).
- Specialized training and/or certifications related to City Clerk functions are desirable.

Licenses and Certifications

- Valid California Driver's License.
- Ability to obtain Commission as a California Notary Public within six (6) months of employment.

- Certification as a Certified Municipal Clerk (CMC) preferred, or ability to obtain within three years.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS:

Required to work during the evenings; may be required to work during the weekend and on holidays.

STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.