Agenda # 6.11

City Council

Staff Report

TO: Honorable Mayor and City Council

FROM: John Jansons, City Manager

DATE: May 23, 2016

SUBJECT: Amendment and Reclassification of City Clerk Position

RECOMMENDED ACTION:
It is respectfully recommended that the City Council approve the amendment and reclassification of the position of City Clerk to City Clerk / Executive Assistant.

BACKGROUND and DISCUSSION:
In 2014 the City council authorized a part-time city clerk position. That position was later filled in February of 2015, with the incumbent separating from City service in March of this year, 2016.

Following the vacancy, staff has researched similar positons whereby the City Clerk serves dual roles by providing administrative support to the City Manager's Office, other City Departments and the City Council under full-time status. Staff strongly recommends this expanded role because of the need for administrative support to management, the volume of work associated with grant-funded projects currently in pre-development or under construction, now and in the foreseeable next few years, and with Council elections occurring this Fall.

As a result, staff has re-defined the position to better fit current and future needs and the revised job description is **Attachment 1** to this report.

COORDINATION & REVIEW:
The recommended action is required to receive City Council approval for the Personnel Officer, in this City Manager to authorize creation and filling of the position pursuant to the City Personnel Manual **(excerpt: Attachment 2)** Section: Rule III. Position Classification, wherein Section 1, "Position Classification Plan", it states:

"A. The Council, upon recommendation of the personnel officer, shall create and maintain classes of positions in the city service which classes shall be known as the "Position Classification Plan of the City of Farmersville.""

FISCAL IMPACT:
The position is confidential / classified and is FLSA overtime exempt. The cost of a full-time position is approximately $80,000 annually, which accounts for 40% of additional work time and customary employee benefit package over previous part-time cost.

CONCLUSION:
It is respectfully recommended that the City Council approve the amendment and reclassification of the position of City Clerk to City Clerk / Executive Assistant.

Attachment(s): 2

1) Position Description
2) Personnel Manual Section, Rule III.

Recommended By:

John Jansons, City Manager

CITY OF FARMERSVILLE

CITY CLERK/EXECUTIVE ASSISTANT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications ***may not include all*** *duties performed by individuals within a class. In addition, specifications are intended to outline the* ***minimum*** *qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the general direction of the City Manager, this CITY CLERK/EXECUTIVE ASSISTANT position oversees and conducts the operations and duties of the City Clerk's Office, and is the Executive Assistant to the City Manager. These functions include performance of statutory City Clerk duties and all administrative tasks related to maintaining the functions of the City Clerk's Office. These functions also include providing responsible and complex staff support to the City Council and City Manager, as directed by the City Manager.

DISTINGUISHING CHARACTERISTICS:

The **City Clerk/Executive Assistant** is a single position management class, which administers functions and operations of the City Clerk's Office, including records management and retention, production, posting, and publication of agendas, agenda packets, and minutes for the City Council; responds to public records requests; and monitors and makes recommendations on Legislative and City Management budgets. The incumbent also provides confidential and complex administrative support to the City Council and City Manager.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the City Manager and his/her designee as assigned by City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs all City Clerk's activities and services, including activities associated with the production, publication, and maintenance of City records, agendas, minutes, and Public Hearing Notices relating specifically to City Council; maintains rosters of other boards and commissions; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; prepares and reviews staff reports, resolutions, and ordinances.

- Plans for and oversees production of City Council meetings, Planning Commission meetings, and meetings of other City Boards and Advisory Bodies, including setting up Council chambers, preparing and setting out materials, unlocking/locking doors, turning on audio/video equipment, and other such related tasks; ensures that meeting agendas are posted in an accurate and timely manner; ensures public hearing notices are posted and published as required by

statute; takes minutes and maintains an accurate record of the proceedings of the City Council, Planning Commission, and other related boards; follows up on Council actions, Planning Commission actions, and other City Board actions, to ensure timely preparation, indexing, and filing of minutes, letters, agreements, hearing records, public works contracts, resolutions, ordinances, deeds, and other vital records.

- Oversees codification of the Municipal Code.

- Plans and directs the conduct of municipal elections; prepares candidate handbook; coordinates Council candidate orientations and new Council Member orientations; serves as liaison with County elections officials.

- Oversees recruitment process and preparation of staff reports and resolutions for Council appointments to City Boards and Advisory Bodies, and preparation and posting of vacancies on such Boards and Advisory Bodies in accordance with state law.

- Serves as the filing officer/filing official for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates, and committees; coordinates filings with the Fair Political Practices Commission; prepares staff reports and resolutions for biennial review of Conflict of Interest Code as required by state law.

- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history, and Fair Political Practices Commission filings; analyzes and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing, and conflicts of interest.

- Processes and monitors claims against the City; provides follow-up as required and requested by the claims administrator and/or City Attorney.

- Provides Notary Public services for City documents.

- Provides a variety of complex clerical and administrative support functions to the City Council and City Manager, including preparing correspondence, processing mail, calendaring appointments, making travel arrangements, planning and making preparations for special events, and conducting research on special projects, as assigned by the City Manager.

- Participates in preparation of annual departmental budget; purchases department supplies, City letterhead, envelopes, business cards, and department equipment.

- Assists the City Manager with preparation of press releases; updates the City's website as needed.

- Administers the process for receiving and recording official bids; oversees bid openings; responds to public inquiries on bid results.

- May participate in hiring, training, supervising, and evaluating assigned staff, if applicable.

- Responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints in a professional and discrete manner; establishes and maintains customer service-oriented service delivery.

- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Hearing sufficient to provide telephone and personal service and to take meeting minutes of a legislative body is required, as well as speech sufficient to communicate in group settings. The ability to lift, drag, and push files, papers, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:
Any combination of education and experience that provides the knowledge, skills, and abilities necessary for a **City Clerk/Executive Assistant**. Typically, a City Clerk/Executive Assistant would possess the equivalent of three to five years of increasingly responsible experience in a City Manager's and/or City Clerk's Office, including at least one year directly engaged in municipal records management, and an associate's degree or equivalent. A bachelor's degree in a related field is desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid Class C California driver's license prior to appointment. Possession of a Notary Public certification or ability to acquire within one year of employment. Certification as a Certified Municipal Clerk is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; agenda and minutes preparation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations, including the Brown Act, California Elections Code, FPPC regulations, and the California Public Records Act; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software for word processing, spreadsheets, presentations, and website maintenance; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices. Fluency; speaking, reading and writing in Spanish is highly desirable.

Ability to:
Develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; provide information and organize material in compliance with laws, regulations, policies, and procedures; produce agendas, minutes, and a variety of reports; provide complex administrative support to the City Manager and City Council; facilitate group participation and consensus building; work an extended schedule, which includes attending legislative meetings; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; work independently and as part of a team; analyze complex issues and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:
Operate an office computer and a variety of word processing and Microsoft Office software applications; operate a variety of automated record keeping systems.

IMPORTANT NOTICE

Equal Opportunity Employer
The City of Faremrsville is an Equal Opportunity Employer. It is the policy of the City to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military and veteran status.

Reasonable Accommodations
The City of Farmersville is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable

accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

Legal Right to Work in the United States
The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification or documentation.

Emergency Disaster Worker
City of Farmersville employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

Provisions
The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.

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Approved & Adopted:

Signature: _____ Date: _____
City Manager

2. Soliciting or receiving political passage or defeat of a ballot measure which affect the rate of pay, hours of work, retirement, merit system, or other working condition of state or city employees, provided however, that such activities may not be conducted in city offices during working hours.

Section 3. "Loyalty Oath: All city employees are required to sign a loyalty oath as follows:

Oath of Affirmation of Allegiance...for Public Employees

"I_____, do solemnly swear (or affirm) that I will support and defend the constitution of the United States and the constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the constitution of the United States and the constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties which I am about to assume. I am not participating in any strike against the government of Farmersville and will not so participate while an employee of the City of Farmersville".

Section 4. "Amendment and Revision of Rules": Recommendation for amendment and revisions of these rules may be made by the personnel officer after compliance with Government Code 3500 et. seq. Unless otherwise noted, amendments and revisions shall become effective upon adoption by the Council.

Section 5. "Applicability": Except as indicated to the contrary by this resolution or Chapter 2.14 of the Municipal Code the provisions of this resolution apply to all city employees.

Rule III. Position Classification

Section 1. "Position Classification Plan":

A. The Council, upon recommendation of the personnel officer, shall create and maintain classes of positions in the city service which classes shall be known as the "Position Classification Plan of the City of Farmersville."

B. The official copy of each class specification shall be as contained in the personnel manual. The official copy of the specification shall be open to inspection by employees and the public.

C. Class specifications referred to herein are hereby incorporated herein and made a part of this resolution by reference, and any modification or amendment thereto, except title changes and minor revisions which may be approved by the personnel officer; shall only be effected by a majority vote of the Council.

Section 3. "Allocation of Positions": The personnel officer shall review all proposed and materially changed positions to determine and make appropriate class allocations. Except as may be approved by the Council in response to an urgency situation, no position shall be filled until said position has been classified.