



CITY OF MILL VALLEY

CITY CLERK/ADMINISTRATIVE ANALYST

DEFINITION

Under the direction of the City Manager, the City Clerk/Administrative Analyst performs a wide range of detailed and complex professional level analytical services in a variety of program and functional areas. Examples include preparing and maintaining the City Council's legislative actions and proceedings, assuring compliance with open meeting and Fair Political Practices laws and procedures, coordinating municipal election functions, and maintenance of the City's official records. In addition to City Council activities support, the City Clerk/Administrative Analyst provides analytical functions such as budget preparation and oversight, contract administration, grant management, risk management and researching and summarizing data and recommendations for special projects/reports. This position also provides confidential support to the City Manager in completing various personnel and human resources functions, public information and community outreach and performs related administrative staff work as requested by the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Responsible for the coordination, preparation and distribution of City Council meeting agendas, staff reports and associated documents.
- Attend City Council meetings and record and communicate legislative actions and proceedings, ordinances, resolutions and minutes thereof. Update the City's Municipal Code.
- Coordinate the publishing of public notices for Council action. Serve as custodian of the official City records and maintain files.

- Conduct municipal elections.
- Maintain and administer the City's Conflict of Interest Policy.
- Serve as Filing Officer for Campaign Statements as well as Statements of Economic Interests for designated officials.
- Assist with the processing of Council actions and provide support services to the City Council.
- Coordinate and manage the City's records management program.
- Research, compile, analyze and summarize data for special projects/reports.
- Coordinate City Boards and Commissions recruitment process.
- Coordinate and assist with contract administration.
- Assist in the coordination and management of assigned risk management activities, such as claims management.
- Maintain appropriate data and informational items on the City website, and provide staff services to enable City Council webcasts.
- Provide administrative support services for the City Manager.
- Track the impact of State and Federal legislation on the City.
- Assist in the administration of job classifications, job specifications and salary ranges.
- Prepare and maintain City-wide personnel rules and regulations and publications on employee working conditions and benefits.
- Maintain primary personnel files.
- Assist in the preparation of the department budget and monitor office expenditures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Municipal organizations and functions, record keeping and records management programs, particularly related to municipalities.
- Brown Act and Political Reform Act requirements.
- Conduct municipal elections. Correct punctuation, spelling and grammatical usage, as well as basic business arithmetic.
- Principles and practices of local government.
- Public relations principles and techniques.
- Principles, practices and relevant laws related to human resources in a public agency setting.
- Customer service principles and techniques.
- Computer skills including graphics and relevant office software applications such as Microsoft Word, Excel, Outlook and PowerPoint.

Ability and Skills to:

- Maintain cooperative working relationships with other City departments and employees, elected officials, community organizations and the general public.
- Identify and understand complex problems and concepts, apply logical thinking and quantitative methods to gathering and analyzing information, make decisions and exercise good judgment based on available data, design solutions to problems, and formulating and articulating action plans proactively and collaboratively.
- Apply strong organizational skills, including the ability to prioritize tasks and work on multiple projects simultaneously.
- Communicate clearly and concisely, orally and in writing.
- Produce well-written documents and reports.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Coordinate complex projects and meet established deadlines.
- Use independent judgment and personal initiative.
- Participate effectively as a member of the City Manager's management team.

Experience and Training Guidelines:

Any combination of experience and training that will provide the required knowledge and abilities to qualify for the position. Ideal candidates will desire to be an active, collaborative member of the City's management team with a minimum of five years increasingly responsible experience in high-level administration. Graduation from an accredited four-year college or university is preferred.

License or Certificates: Possession of a valid California driver's license. A certified Municipal Clerk Certificate (CMC) is desirable but not required.

Special Requirements:

- ♦ Mobility to work in standard office setting and use standard office equipment, including a computer.
- ♦ Capability to lift and carry objects such as boxes of files, office supplies, etc. weighing up to 25 lbs.
- ♦ Attend night meetings as assigned.

August 12, 2011