

**ADMINISTRATIVE SERVICES DIRECTOR/CITY CLERK**

\$57.8754 - \$73.8653 Hourly  
\$114,361.79 - \$145,957.84 Annually

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.*

**DEFINITION**

The position is appointed by the City Manager and is responsible for the coordination and supervision of programs and services including, but not limited to the City Clerk function, including municipal elections and the administration and enforcement of state and federal laws regarding election and campaign financing disclosure, preparation of City Council minutes, maintenance and indexing of official City records, Fair Political Practice Commission (FPPC), and conflict of interest. Areas of responsibility also include Project Manager for City's information technology system, troubleshooting data processing and system problems and development and implementation of computerized systems for City departments. The position is also responsible in overseeing the Community Outreach Division and the Hercules cable channel which provides information on City projects, programs and City related matters via the media, cable channel and the City website. The Human Resources and Risk Management Divisions are under the direction of the position as well.

**SUPERVISION RECEIVED AND EXERCISED**

Under administrative direction, assists in planning, organizing, and coordinating the activities of the City Clerk's function; coordinates municipal elections; provides reference assistance to City departments in areas of responsibility; performs related work as assigned. Receives administrative direction from City Manager. The position oversees the following divisions: City Clerk, Human Resources, Risk Management, Community Outreach, Information Systems, Local Television Station, all non-departmental full time and part-time staff.

**EXAMPLES OF RESPONSIBILITIES AND DUTIES** - *Responsibilities and duties may include, but are not limited to, the following.*

- Plans, organizes, and coordinates the work of the City Clerk function; prepares and administers all Administrative Services budgets.
- Works closely with the City Manager, City Council, City departments, and other public and private entities in providing information and services.
- Analyzes and assists in the enforcement of regulations pertaining to public records, municipal elections, campaign financing, Fair Political Practice Commission rulings, and conflict of interests.
- Assists City Manager in the preparation of the City Council Agenda and directs its compilation and distribution.
- Serves as the local official for elections, local legislation, the Public Records Act, the Political Reform Act and the Brown Act.
- Attends City Council meetings and is responsible for the documentation, maintenance

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- and dissemination of Council actions including minutes, ordinances, resolutions and contracts.
- Receives and processes initiative petitions; coordinates City-wide conflict of interest and campaign financing programs and handles campaign disclosure statements and statements of Economic Interest.
  - Assists in planning, organizing, and coordinating the conduct of municipal elections in accordance with state and local election and campaign financing laws; tabulates and certifies the election results.
  - Prepares a variety of reports and attesting signature for City official documents and contracts, memoranda for submission to the City Manager, City Council and other agencies.
  - Assist the City Manager and Special Counsel in negotiations with employee organizations; administer memoranda of understanding after agreements are reached.
  - Provides records reference information and document research to City staff and City Council; may appear in court as required.
  - Represents the City in meetings with representatives of governmental agencies, business, professional and community agencies and the public.
  - Directs and coordinates department and city-wide survey activities.
  - Prepares technical requirements for RFPs and directs the solicitation of proposals for contracted services/special projects in all divisions within the Administrative Services Department.
  - Directs and oversees the maintenance of the City's website utilizing appropriate web software programs, including final approval of information/files posted to the site.
  - Is the Project Manager for the City's computer system, trains personnel in day to day operation activities; performs system operations; works with Employee User Group on system direction and long-term planning.
  - Directs and oversees a variety of network-related activities including software installation, security and network design activities.
  - Oversees development of network use policies; monitors and assures proper working conditions of computer networks.
  - Coordinates the automation and upgrading of the City's computer system, including the use of network technology and shared databases.
  - Responsible for procurement of new or replacement hardware and software, major office equipment and telephone systems, negotiate and maintain liaison with equipment vendors and service personnel.
  - Develops user procedures and instructions, instructs City staff in the use of hardware and software applications, conducts training programs.
  - Develops and directs the administration of matters relating to marketing, public information and media communications programs.
  - Writing of press releases and providing responses to all media inquiries.
  - Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements.
  - Researches and compiles a variety of information for studies and reports; conducts special research projects in response to requests from the public.

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- Serves as Public Information Officer in the Emergency Services Center during major emergency conditions.
- Provides operational and troubleshooting support for City data processing and computerized systems.
- Plan, direct and coordinate, through subordinate level staff, Human Resources work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Directs and oversees the investigation of claims files against the City and prepares reports for insurance carriers and City Management.
- Directs the scheduling and presentation of employee health education seminars.
- Directs and oversees the City's safety committee and the administration of the Municipal Pooling Authority insurance programs.
- Develops, prepares and monitors all budgets for the City Clerk, Community Outreach, Human Resources, Risk Management, cable channel and Information Systems programs.
- Conduct personnel investigations, gather and analyze information and prepare reports, recommendations, or correspondence in relation to the investigations.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of administrative management, including records management and systems analysis and implementation
- Ordinances and codes pertaining to records management, the conduct of municipal elections, City Council appeals and the Brown Act
- Administrative principles and methods including goal setting, program development and implementation, budgeting, staffing, and work standards development
- Business computer user applications including input/output concepts, information retrieval and systems maintenance and troubleshooting
- Principles and practices of operational organizational analysis
- Principles and methods of program development, implementation and promotion
- Budgetary principles and purchasing practices
- Applicable Federal, State, and local laws and regulations
- Basic principles of supervision including planning, assigning, monitoring, and evaluating the work of assigned staff
- Effective public contact methods
- Principles and application of municipal government information systems and telephone systems planning, and development methods
- Methods of instruction specifically in technical concepts and hardware and software usage
- Administration of Employee and labor relations, including negotiations
- Basic principles and practices of human resources administration, including recruitment, selection, classification, compensation, training, benefits, workers' compensation, safety, employee relations and labor negotiations

- Family Medical Leave benefits under the federal and state legislation; administers short and long disability, and pregnancy disability benefits.
- Workers' compensation claims and City wide health and wellness programs
- Classification and compensation plans and studies
- Equal Employment Opportunity complaints including sexual harassment and other discrimination claims
- Administration of human resources related practices, policies and procedures.

**Ability to:**

- Prepare and organize Council agenda packets
- Organize and maintain effective records management system
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the City Clerk function
- Analyze hardware and software acquisition requirements and developing cost estimates and implementation strategies with City departments
- Prepare clear, concise and complete general meeting minutes, documentation, and other reports and correspondence
- Plan, organize, and coordinate effective municipal elections
- Prepare and present organized and accurate oral reports
- Exercise sound, independent judgment within general policy guidelines
- Interpret laws, policies, procedures and regulations
- Communicate clearly and concisely both verbally and in writing
- Supervise and train assigned personnel
- Establish and maintain effective working relationships with City departments, City Council, other public entities, private entities and citizen groups and the public

**Experience and Education / Training Guidelines**

Any combination of experience and education/training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education / Training**

Equivalent to a Bachelor's degree in public administration, business administration, information systems, computer science, human resources, risk management, public policy or a closely related field and/or ten years of responsible on-the-job experience will be considered in lieu of the Education requirement.

**Experience:**

Ten years of responsible professional level experience in a designated field of expertise which has included direction of staff, records management, information systems, risk management, human resources and the interpretation of laws and ordinances. Experience must also include

progressively responsible financial or analytical experience. Experience in a public agency setting is highly desirable.

**Physical Environment**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; performing computer work.

**Many hours of reviewing files, policies and other documents**

- Open door policy with many unscheduled meetings with staff or managers
- Day in which you will be required to work more than 9-10 hours due to assignments or projects
- Low noise. The job is primary inside with occasional visits to other job sites
- Use of a computer and other office equipment
- Working alone, working around or with others

**License or Certificate**

- Must possess a valid California Driver's License
- Notary Public Commission Certificate
- Certified Municipal Clerk required, Master Municipal Clerk preferred

**CONDITIONS OF EMPLOYMENT**

This is a management position and is exempt from FLSA rules.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

Printed name of employee: \_\_\_\_\_

Printed name of supervisor: \_\_\_\_\_

Updated: July 2013  
Unit: Department Head  
Position: Confidential, At-Will