

**CITY OF SOLVANG  
JOB DESCRIPTION**

**CITY CLERK/EXECUTIVE ASSISTANT**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

**DEFINITION**

Under general direction of the City Manager, plans, oversees, and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting, recording, and maintenance of agendas, minutes, and records for the City Council as prescribed by statute, coordination of codification of the City's Municipal Code, conduct of municipal elections, and compliance with conflict of interest laws and Fair Political Practices Commission regulations; coordinates program activities with other City officials, departments, outside agencies, organizations, and the public; conducts recruitments for City Boards and Commissions; assists with bid openings; handles liability claims processing; oversees the management of the City website; provides responsible and complex staff support to the City Council and City Manager; performs related duties as required.

This position is an at-will position, meaning that the employee serves at the pleasure of the City Manager. No specific term of employment is implied or guaranteed, and the employee may be terminated from employment without advance notice, without cause, and without right of appeal.

**LICENSE/CERTIFICATE**

Possession of a valid California driver's license. Possession of or ability to obtain, a Notary Public certification. Certification as a Certified Municipal Clerk is desirable.

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to:

- Plans and supervises the work involved in maintaining official City documents and records.
- Sets up Council Chambers for meetings.
- Sets up and maintains recording equipment.
- Attends meetings of the City Council and records actions taken, transcribes and indexes minutes.
- Prepares tentative and final agenda for City Council meetings.
- Gathers backup data and reports for inclusion in City Council agenda packets.
- Arranges for distribution of agenda packet.
- Prepares, signs and transmits documents on behalf of the City Council.
- Report damage claims to the insurance carrier.
- Assist the JPIA in processing claims and information gathering.
- Conducts municipal elections and provides information to potential candidates on filing procedures, disclosure requirements, and campaign statements; serves as liaison with County elections officials.
- Administers oaths and takes affidavits.
- Attests to ordinances, resolutions, agreements, subdivision maps and certified copies of documents.
- Requests recordation of documents by the County Recorder.
- Answers questions from the public and officials regarding ordinances, resolutions and official actions.

### **City Clerk/Executive Assistant Cont'd:**

- Maintains ordinances, resolutions, deeds and other official documents.
- Publishes notices of ordinances and public hearings.
- Attends bid openings.
- Performs a wide range of highly responsible clerical and administrative detail for the City Council and the City Manager.
- Coordinates updates of Emergency & Hazard Mitigation Plans
- Process and track public records requests.
- Administers records management program
- Serves as the filing official for statements of economic interest and coordinates filings with the Fair Political Practices Commission.
- Acts as city Public Information officer; prepares press releases
- Provide confidential and complex administrative support to the City Council and the City Manager.
- Coordinate and oversee bidding process to assure compliance with Government Code and Solvang Municipal Code regulations and requirements.
- Serves as City Notary Public for official documents.
- Maintains and oversees the overall content and organization of the City website.
- Performs other work as required.

### **MINIMUM REQUIREMENTS**

- Demonstrated knowledge of municipal government operations, practices and procedures.
- Demonstrated knowledge of State and municipal laws relating to official records maintenance, public disclosure and elections.
- Ability to efficiently use modern office equipment.
- Demonstrated experience using word processing and spreadsheet applications to prepare reports, correspondence, charts, and other office related documents.
- Knowledge of occupational hazards and standard safety practices.
- Ability to work an extended schedule, which includes attending legislative meetings during evening hours.
- Ability to maintain sophisticated records and filing systems with a high level of detail and accuracy.
- Read, understand and apply complex written material.
- Ability to compose correspondence, staff reports and resolutions with a high level of grammatical proficiency and professionalism.
- Understand and carry out oral or written instructions.
- Excellent written and verbal communication skills.
- Ability to establish and maintain effective relationships with those contacted in the course of work.
- Experience with and maintenance of confidential data.

### **PREFERRED REQUIREMENTS**

- Experience with Social Media, including but not limited to, Facebook, Twitter, and Linked In, in a professional setting, and used for communicating with customers.
- Experience with maintenance of websites, including adding, removing, and modifying content and overall site organization.

**EDUCATION AND EXPERIENCE**

Minimum of high school graduation or GED. Any combination of training, education and experience that provides the knowledge, skills, and abilities necessary for a City Clerk/Executive Assistant position. The typical qualifying entrance background would be the equivalent of three 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 degree or equivalent. A bachelor’s degree in a related field is desirable. Experience working in a small office setting.

**PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

**Strength:** Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull or move objects; May involve significant standing, walking, pushing and/or pulling; Constant sitting, Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional standing, walking, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders.

**Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position.

**Hearing:** Effectively hear/comprehend oral instructions and communication.

**ENVIRONMENTAL CONDITIONS**

Works indoors constantly and outdoors occasionally, constantly uses a computer; Occasional exposure to dust

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date