

RESOLUTION R13-30

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES ESTABLISHING THE CLASSIFICATION OF
CITY CLERK/EXECUTIVE ASSISTANT**

**THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA,
DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Establishing the classification of “City Clerk/Executive Assistant” as part of the Management & Confidential group. The job specifications for this classification shall be described in the job description attached to this resolution (Exhibit A). A person holding a position in this classification shall be compensated within the following monthly salary range:

\$6,155 -\$7,701

Section 2. The City Clerk’s office shall certify to the passage and adoption of Resolution R13-30.

PASSED APPROVED AND ADOPTED on this 22nd day of October, 2013.



Ellen Perkins, Mayor Pro Tempore

ATTEST:



Vickie Kroneberger, Deputy City Clerk

APPROVED AS TO FORM:



Christi Hogin, City Attorney

EXHIBIT A

CITY OF PALOS VERDES ESTATES JOB DESCRIPTION

JOB TITLE: CITY CLERK / EXECUTIVE ASSISTANT

Department: City Clerk Department and City Manager Department

FLSA Status: Exempt

Designation: Management and Confidential

Definition

The City Clerk/Executive Assistant, working under direction of the City Manager, independently plans, coordinates, manages and oversees the activities and operations of the City Clerk's office, including department budget and administration, public information, City Council minutes and agenda preparation, election management and City records management; performs advanced administrative support to the City Manager and City Council; frequent exercise of independent judgment. May provide direct supervision to subordinate level clerical staff.

Duties

The City Clerk/Executive Assistant performs the following duties which may include, but are not limited to:

City Clerk Department:

Assumes management responsibility over the City Clerk's office.

- Prepares City Council agendas and action memos, Executive Summaries and weekly report, including reviewing items for compliance with legal requirements as necessary with the City Attorney and inclusion of necessary exhibits and back-up materials and supervising the distribution and notice of items and related materials.
- Takes official Minutes at City Council meetings and other meetings as necessary.
- Attends City Council meetings, and other city related meetings, as required.
- Maintains roster of City staff, elected officials, City commission and committees, and other Boards as necessary.
- Posts and prepares noticing for public meetings and documents.
- Processes City contracts including the monitoring of insurance policies.
- Maintains, codifies, indexes, updates, and distributes relevant sections of the Municipal Code the City's Municipal Code.
- Coordinates, designs, updates, revises, and maintains overall office systems for recordkeeping.
- Serves as custodian of official City records, including administering the City's Records Retention Program by coordinating the maintenance, filing, safekeeping, computerization

and disposition of all municipal documents; certifies City documents, including ordinances, contracts, resolutions, minutes, agreements and bids.

- Ensures the integrity and compliance of City records, files, materials and information through maintenance, preservation, and proper destruction.
- Ensures compliance with Federal and State laws pertaining to municipal government (i.e. Brown Act, Public Records Act, Political Reform Act, etc.)
- Responds to all Public Records Act requests.
- Serve as Elections Official by planning and conducting elections, including preparing resolutions, notices and election materials for candidates; assisting candidates in processing nomination papers, conflict of interest filings and campaign disclosure according to State law; establish polling places; recruiting election workers and arranging for election supplies; processing absentee ballots, including signature verification; overseeing ballot counting and canvassing of results.
- Assists in orientation of candidates of City Council and newly elected members of City Council.
- May administer oaths of office; oaths of allegiance; affirmations and acknowledgements; maintains custody of City Seal.
- Assists in developing and administering budget for City Clerk; review and evaluate budgetary and financial data; monitor and control revenues and expenditures.
- Oversees electronic records and automation, including City website maintenance.
- Researches and compiles information for studies and reports; conducts special research projects in response to requests from the public and other departments.
- Acts as filing officer for FPPC required forms.
- Plans, directs, supervises and assigns work to assigned support staff.
- Administers policies and procedures.
- Prepares and presents staff reports and other necessary correspondence or presentations.
- Performs related work as needed.

City Manager/City Council:

Provides advanced level of administrative support to City Manager and City Council

- Arranges appointments, conferences, and meetings for the City Manager and City Council members.
- Receives, screens and prioritizes internal and external communications to the City Manager and City Council.
- Assists in tracking deadlines, maintaining City Manager's subject files.
- Composes letters, memos and other written communication on routine matters, responds to inquiries by staff and the public as necessary.
- Composes and prepares City Proclamations, Certificates of Recognition, and City Resolutions of Appreciation.
- Plans and coordinates City events, such as Mayoral Rotation.
- Assists in developing and administering budget for City Manager and City Council.
- Uses tact and diplomacy when dealing with the public, City Council, and other public

officials.

- Assists the department with projects and administrative support as needed upon the direction of the City Manager.

Qualifications

Knowledge and Abilities:

- Federal, State, Local and City laws and regulations pertaining to records principles, systems, procedures and processes.
- Political Reform Act, Brown Act, Public Records Act, California Elections Code, Fair Political Practices Commission requirements for Statement of Conflicts of Interest and Campaign Disclosure documents.
- Effectively communicate both written and verbal.
- Work cooperatively with staff, residents and other entities.
- Work under pressure with strict deadlines.
- Make independent decisions.
- Exercise confidentiality.
- Follow oral and written instructions.
- Read, interpret and apply policies, procedures, rules and regulations.
- Problem solve.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication
- Budgeting procedures and techniques.
- Effective record, file and archival management.
- Type 60 wpm with accurate spelling and grammar.
- Operate standard office equipment.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED.
- Some college course work; Equivalent to a Bachelor's degree from an accredited college or university with significant course work in the areas of Business Administration, Public Administration, or related fields desirable.
- At least five years of increasingly responsible and complex administrative experience with at least one year in a lead or supervisory role.
- Prior experience in a City Clerk's office or municipal setting (desired).
- Notary Public Certification.
- Valid California Driver's license.
- Certified as Municipal Clerk (desired).

Physical Requirements:

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

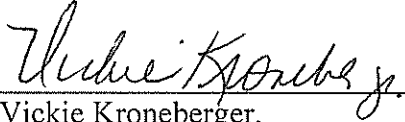
I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R13-30** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 22nd day of October, 2013, by the following vote:

AYES: COUNCILMEMBERS: Perkins, Humphrey, Rea, Bird

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Goodhart

RECUSED: COUNCILMEMBER: None



Vickie Kroneberger,
Executive Assistant/Deputy City Clerk