

RESOLUTION NO. 2024-179

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
APPROVING THE UPDATED JOB DESCRIPTIONS FOR THE COUNCIL-
APPOINTED POSITIONS OF CITY MANAGER, CITY ATTORNEY, CITY CLERK,
AND COUNCIL ASSISTANT**

WHEREAS, the City of Elk Grove ("City") recognizes that it is imperative to periodically review and update job descriptions to ensure they reflect current duties and responsibilities, industry standards, and legal guidelines; and

WHEREAS, the City recently concluded a comprehensive classification study through Gallagher Benefit Services, Inc. for all unrepresented classification in June 2024; and

WHEREAS, the City also reviewed and updated the job descriptions for the Council-appointed positions of City Manager, City Attorney, and City Clerk in collaboration with the current Council appointees; and

WHEREAS, the City also reviewed and updated the job description for the Council-appointed position of Council Assistant that provides direct support to the City Council.

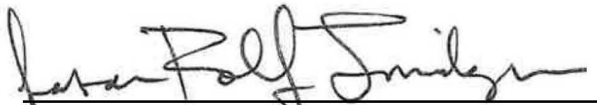
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove, having reviewed the updated job descriptions for the Council-appointed positions of City Manager, City Attorney, and City Clerk, and the Council Assistant classification to ensure they accurately capture the duties and responsibilities of these positions, does hereby approve the position descriptions attached hereto as Exhibits A, B, C, and D respectively, which have been prepared to ensure consistency with the format of the new job descriptions for unrepresented classifications as a result of the Classification Study.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 25th day of September 2024



BOBBIE SINGH-ALLEN, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY



CITY MANAGER

DEFINITION

Under policy and general administrative direction of the City Council, plans, organizes, manages, and provides administrative direction and oversight for all City functions and activities and provides policy guidance and program evaluation to the City Council and management staff; fosters cooperative working relationships with community groups, businesses, state and local intergovernmental and regulatory agencies and various public and private groups; ensures efficient day-to-day operations of the City; supports a healthy and safe working environment for all personnel and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and policy direction from the Mayor and the City Council. Exercises supervision over all City staff through subordinate levels of management supervision.

CLASS CHARACTERISTICS

The City Manager is appointed by the City Council and serves as the Chief Administrative Officer of the City, accountable to the Mayor and City Council, and responsible for the administration of City affairs, day-to-day operations, implementation of Council policies and priorities, enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient, effective, and economical performance of the City.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

City Council reserves the right to add, modify, change, or rescind the work assignments of this position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers operations of the City either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City Council, department heads, and the City; develops administrative policies, procedures, and work standards to ensure the goals and objectives are met and programs provide mandated services in an effective, efficient, and economical manner.
- Exercises general supervision over all City buildings, facilities, property, and operations to ensure the efficient and effective administration of the City.
- Ensures the City Council is kept informed of City functions, activities, and financial status, and of legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Advises the Mayor and City Council on issues, programs, and financial status; prepares and recommends long- and short-term plans for City service provision, capital improvements, and funding; directs the development of specific proposals for action regarding current and future City needs; attends all meetings of the Council.
- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.

- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Serves as the City's Personnel and Human Resources Officer to ensure that proper personnel policies and procedures are in place for the efficient and effective administration of the City.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Directs the maintenance of working and official City files.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected Mayor and City Council.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of strategic plan development.
- Principles and practices of municipal budget development, administration, and accountability.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Current social, political, and economic trends affecting City government and service provision.
- Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Diversity, equity, inclusion, and belonging concepts and principles, including their significance in organizational dynamics and functioning of the City and their impact on fostering innovation and collaboration.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the City Council.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the City.
- Oversee all City financial activities, including administering investments, the development and implementation of the City budget, and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively represent the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Accurately assess organizational issues and opportunities and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Direct the establishment of filing, record-keeping, and tracking systems and official City files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Engage with a diverse public and workforce, facilitating inclusive service delivery, and implementing equitable city policies.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

The determination of the education and experience required to provide the knowledge, skills, and abilities to serve as the City Manager is vested in the discretion of the City Council. However, the following would typically be considered the minimum education and experience qualification for the City Manager. The City Council retains discretion to relax or enhance these criteria to the extent permitted by law:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, political science, finance, or a directly related field and ten (10) years of experience in a public agency setting in an administrative/managerial capacity involving responsibility for planning, organization, and implementation of major municipal functions and programs.

Licenses and Certifications:

- Possession of, or ability to obtain by the time of appointment, an appropriate valid California driver's license. This requirement may be waived for individuals who are unable to obtain a driver's license due to a disability.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds. Reasonable accommodations will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA Status: Exempt

CITY ATTORNEY

DEFINITION

Under policy and general administrative direction of the City Council, plans, directs, manages, and oversees the activities and operations of the City Attorney's Office; provides legal advice and representation to the City of Elk Grove including serving as legal advisor to the City Council, staff, officers, boards, and commissions; researches, prepares, and presents legal opinions and ordinances; prosecutes City ordinance violations; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; and provides highly responsible and complex professional legal assistance to the City Manager and City staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy and general administrative direction from the Mayor and the City Council. Exercises direct supervision over professional, paraprofessional, and administrative staff in the City Attorney's Office.

CLASS CHARACTERISTICS

The City Attorney is appointed by the City Council and serves as the chief legal advisor to the City. This is a department head classification that oversees, leads, and participates in all activities of the City Attorney's Office, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. The class also provides legal advice to the City Manager and City staff in a variety of administrative, litigation, coordinative, and analytical capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The City Council reserves the right to add, modify, change, or rescind the work assignments of this position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all City Attorney's Office programs, services, and activities including providing legal advice and representation to the City Council, City Manager, City staff, and various boards, commissions, and committees.
- Administers, manages, directs, leads, and plans activities of the City Attorney's Office.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Oversees, develops, and administers the department budget and expenditures; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions related to municipal law matters; evaluates their impact on City operations and recommends and implements policy and procedural improvements.
- Advises on the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and advises on project award; negotiates contract terms.
- Confers with and advises City Council, City boards and commissions, City Manager, and City staff concerning their duties, powers, and functions; reviews proposed actions of City officials for legal compliance; appears before courts and administrative proceedings to represent the City's interests.
- Attends meetings and serves as legal advisor to the City Council, City staff, and a variety of boards, commissions, and committees of the City; renders legal opinions as necessary.
- Oversees and represents the City in litigation and administrative proceedings, including performing all phases of pretrial, trial and appellate work; develops litigation strategy, prepares briefs, drafts pleadings, motions and arguments, and conducts discovery and depositions; files motions and briefs; represents the City in court.
- Reviews, evaluates, investigates, and consults on claims filed against the City; determines legal impact of specific cases on City operations.
- Prepares, researches, reviews, develops, and presents correspondence, memos, staff reports, proposed ordinances, resolutions, policies and procedures, and other legislation.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays informed of new trends and innovations in the field of municipal law.
- Attends and participates in professional group meetings; stays informed of new trends and innovations in the practice of municipal law.
- Recommends and/or prepares and presents, training to City departments related to a variety of topics including enforcement issues, public records access, legal ethics, and other legal matters.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Acts as liaison between City departments.
- Oversees work of outside counsel and consultants.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to areas of responsibility.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Practices, principles, and methods of application related to municipal, civil, criminal, constitutional, administrative, and statutory law, and legal research.
- Pre-trial, trial and administrative hearing rules of evidence and procedures.
- Legal principles, practices, facts, evidence, precedents, and sources of legal reference to common government agency legal problems.
- Organization, duties, powers, limitations, and authority of the City Attorney's Office.
- Methods and techniques of case analysis, legal research, writing and report preparation.
- Principles and practices of municipal government administration.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Diversity, equity, inclusion, and belonging concepts and principles, including their significance in organizational dynamics and the functioning of the City and their impact on fostering innovation and collaboration.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional, technical and administrative personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze, appraise and/or draft a variety of legal documents and instruments, including ordinances, resolutions, contracts, leases, and other legal documents; present law, facts, and arguments clearly and logically in written and oral form; and explain and write reports on legal matters.

- Analyze and apply complex legal principles, facts and evidence to legal problems and make recommendations and/or determinations concerning the advisability to prosecute, compromise or dismiss civil litigation.
- Enforce violations of the Elk Grove Municipal Code through civil and administrative action, and coordinate criminal enforcement with the District Attorney's office as necessary.
- Follow pretrial, trial, and administrative hearing rules and procedures.
- Interview and prepare witnesses for testimony.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals. Express self clearly and concisely, orally and in writing, and to instruct others.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Engage with a diverse public and workforce, facilitating inclusive service delivery, and implementing equitable city policies.
- Establish, maintain, and foster professional and effective working relationships with those contacted in the course of work.

Education and Experience:

The determination of the education and experience required to provide the knowledge, skills, and abilities to serve as the City Attorney is vested in the discretion of the City Council. However, the following would typically be considered the minimum education and experience qualification for the City Attorney. The City Council retains discretion to relax or enhance these criteria to the extent permitted by law:

Bachelor's Degree and Juris Doctor Degree and seven (7) years of increasingly responsible experience as a practicing attorney in California in an area of law applicable to municipal government operations.

Licenses and Certifications:

- Possession of, or ability to obtain by the time of appointment, an appropriate, valid California driver's license. This requirement may be waived for individuals who are unable to obtain a driver's license due to a disability.
- Active license, in good standing, with the State Bar of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

FLSA Status: Exempt

CITY CLERK

DEFINITION

Under policy and general administrative direction of the City Council, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Clerk's Office including administrative support for the City Council, boards, commissions and committees, election processes, records management, and Public Records Act requests; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; works in coordination with the City Manager and City Attorney to facilitate organizational administration; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and policy direction from the Mayor and the City Council. Exercises direct supervision over professional and technical support staff in the City's Clerk's Office.

CLASS CHARACTERISTICS

The City Clerk is appointed by the City Council to serve as the principal administrative officer for the Office of the City Clerk. The City Clerk is responsible for performing the functions and duties assigned by the laws of the State of California, ordinances and resolutions enacted by the City Council and to perform such other duties and functions as the City Council shall from time to time assign. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and City Council on policies, procedures, and major City initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The City Council reserves the right to add, modify, change, or rescind the work assignments of this position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all City Clerk's Office programs, services, and activities including staff support for City Council, boards, commissions and committees, election processes, records management and public records act requests.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

- performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
 - Serves as the custodian of the City seal; signs and certifies all official City documents, including ordinances, resolutions, minutes, and agreements and oversees the proper filing and indexing of these documents.
 - Oversees the management and implementation of the City's records management program; sets and ensures legal compliance with retention schedules for City records; develops and updates records retention policies and procedures.
 - Serves as the filing officer for campaign statements, conflict of interest statements, and statements of economic interests for elected officials and City employees; acts as the elections official and directs municipal elections.
 - Conducts recruitments for vacancies on City boards, commissions, and committees, and City Council vacancies.
 - Serves as clerk of the City Council and assigned committees; provides oversight of the meeting process and the preparation of agendas and official minutes; ensures compliance with related laws including the Government and Elections Codes, Brown Act, Maddy Act, Political Reform Act, and California Public Records Act.
 - Oversees the receipt and evaluation of public records requests; reviews responses and approves for release to requestor.
 - Coordinates recognitions through the Office of the Mayor, and drafts, routes for approval, and finalizes recognition items.
 - Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
 - Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
 - Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of records management, public records requests, and election processes.
 - Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
 - Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
 - Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of strategic plan development.

- Principles and practices of budget administration.
- Principles and practices of contract management.
- Parliamentary procedures.
- Principles and practices of municipal records management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an elected City Council.
- Municipal government operations and procedures as well as State and municipal laws related to official records maintenance and public disclosure.
- Meeting protocols, parliamentary procedures, and proper conduct and reporting of actions taken by a legislative body.
- Fair Political Practices Commission procedures and regulations, and election laws and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Diversity, equity, inclusion, and belonging concepts and principles, including their significance in organizational dynamics and the functioning of the City and their impact on fostering innovation and collaboration.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Maintain current and past legislative history of City Council actions and provide research and reference services to the public and City staff.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the City's official records.
- Prepare official minutes, resolutions, ordinances.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Engage with a diverse public and workforce, facilitating inclusive service delivery, and implementing equitable city policies.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

The determination of the education and experience required to provide the knowledge, skills, and abilities to serve as the City Clerk is vested in the discretion of the City Council. However, the following would typically be considered the minimum education and experience qualification for the City Clerk. The City Council retains discretion to relax or enhance these criteria to the extent permitted by law:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Business or Public Administration or a related field, and seven (7) years of progressively responsible professional administrative experience in a City Clerk's Office or similar setting including 2 years in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a Notary Public certificate.
- Possession of, or ability to obtain by the time of appointment, an appropriate valid California driver's license. This requirement may be waived for individuals who are unable to obtain a driver's license due to a disability.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds. Reasonable accommodations will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be expected to work evenings as required.

FLSA Status: Exempt



September, 2024

COUNCIL ASSISTANT

DEFINITION

Under general direction, performs a variety of routine administrative and project work in support of assigned City Council Member; conducts research and analysis; responds to and prepares correspondence; sets up meetings and conferences; responds to telephone inquiries, performs necessary follow up, and communicates with assigned Council Member on sensitive and/or confidential issues; and performs related duties as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned City Council Member. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing administrative and project support duties in support of as assigned member of the City Council. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts research and analysis in support of Council Member projects and priorities.
- Acts as personal assistant to the assigned Council Member; performs a wide variety of secretarial, advanced clerical and routine administrative work of a general or specialized nature in support of the assigned Council Member.
- Screens calls, visitors and mail addressed to the assigned Council Member. Responds to letters and general correspondence; composes and prepares letters, memos, and email responses as needed.
- Types, formats, edits, revises, proofreads, and processes a variety of documents and forms including reports, correspondence, memoranda, technical and statistical charts and tables, and other specialized and technical materials from rough draft, modified standard format, and brief verbal instructions; develops, revises, and maintains documents; composes correspondence and other documents.
- Maintains calendar of activities, meetings, and various events for assigned Council Member; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assigned.
- Maintains accurate and up-to-date office files, records, and logs for assigned projects.
- Participates in special projects as assigned; assists in planning, coordinating and implementing assigned programs and events; assists in monitoring assigned programs.
- Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs.
- Utilizes various computer applications and software packages, operates a variety of office equipment including a computer, copier, and facsimile machine; utilizes various computer applications and software packages.

- As assigned, arranges and coordinates meetings and correspondence.
- As requested by Council Member, attend City Council meetings, ribbon-cuttings, community events and meetings.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- A variety of City issues and the assigned Council Members position on such issues.
- Techniques for identifying problems identification and effective problem-solving techniques.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of sound business communication. Principles of business letter writing and basic report preparation.
- Techniques for identifying problems identification and effective problem-solving techniques.
- Records management principles and procedures including record keeping and filing principles and practices.
- Methods and techniques of professional phone etiquette.
- Mathematical principles.
- Effective public relations methods and techniques.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Diversity, equity, inclusion, and belonging concepts and principles, including their significance in organizational dynamics and the functioning of the City and their impact on fostering innovation and collaboration.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of responsible and difficult clerical and administrative duties and activities of a general and specialized nature in support of the assigned Council Member.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative policies and procedures.
- Establish and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda from brief instructions.
- Perform routine mathematical calculations.
- Participate in researching, compiling, analyzing, and interpreting data.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Engage with a diverse public and workforce, facilitating inclusive service delivery, and implementing equitable city policies.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade supplemented by specialized training or vocational education in office administration, office management, public or business administration and one (1) year of responsible work experience performing administrative or clerical support duties in a professional office environment.

License or Certificate:

- Possession of, or ability to obtain by the time of appointment, an appropriate, valid California driver's license. This requirement may be waived for individuals who are unable to obtain a driver's license due to a disability.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds. Reasonable accommodations will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

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FLSA Status: Non-Exempt

Approval: _____
City Manager or designee

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2024-179

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on September 25, 2024 by the following vote:

AYES: **COUNCILMEMBERS:** *Singh-Allen, Brewer, Robles, Spease, Suen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN: **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, City Clerk
City of Elk Grove, California