

**EXHIBIT B****City of Commerce****CITY CLERK**

Department:	<b>City Clerk</b>	Class Code:	<b>1015</b>
Revised Date:	<b>January 2026</b>	FLSA Status:	<b>Exempt – AT-WILL</b>

**THE POSITION:** Under administrative direction, serves as City Clerk for the City of Commerce and performs the full duties of the office as defined by law; performs technical, legal and administrative duties in managing the official records of the City, maintaining the required historical municipal data, and conducting municipal elections; assures technical compliance with City and state regulations.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, manages and coordinates the operations of the City Clerk's office; assures official City activities are in compliance with Federal, state, and City policies and practices.
- Reviews, approves, compiles, prepares and distributes public meeting information packets; directs the technical preparation, recordation and transcribing of proceedings during special and regular meetings and public hearings of the City Council, Boards and Commissions; attends meetings and assures completion of required follow-up on meeting action items.
- Reviews, and prepares meeting agendas, ordinances, resolutions, agreements and supporting documentation, and assures the proper technical approvals and distribution.
- Reviews and approves official documents, adopted Resolutions, Ordinances and meeting minutes.
- Acts as official custodian of records, and assures the accuracy of technical files and official records; directs the City records management program, and assures City records management program is in compliance with California statutes.
- Manages the publication of official notices, agendas, ordinances and resolutions; receives, processes and responds to legal and technical documents and requests for information.
- Plans and conducts City elections, and maintains election records.
- Provides administrative support and special research functions for the City Council, Boards and Commissions, other government agencies and the general public.
- Collects technical and administrative information and compiles data for reports; prepares and distributes regular and special reports; identifies and researches compliance issues, and recommends solutions.
- Supervises assigned staff; prioritizes and assigns tasks and projects; meets regularly with staff to resolve workload and technical issues; monitors work and evaluates work performance.
- Coordinates communications between the City Council and other City departments; clarifies issues relating to City Council meetings and formal meeting procedures; assists departments as needed.
- Assures the absolute confidentiality of privileged and confidential records and information.
- Monitors and reviews trends in municipal government issues, and recommends procedural changes.
- Accepts claims and litigation filed against the City; serves as Filing Official for conflict of interest statements and campaign statements.

**JOB DESCRIPTION**

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**MINIMUM QUALIFICATIONS:****Education and Experience:**

Bachelor's Degree in Public or Business Administration, Political Science or related field; AND five years progressively responsible experience in a municipal or county clerk's office, preferably in California.

**Required Licenses or Certifications:**

- Must possess a valid California Driver's License. Registration as a Certified Municipal Clerk is preferred;

**Required Knowledge of:**

- City organization, operations, policies and procedures.
- Federal, state and City laws, statutes, and ordinances governing City operations and open meetings.
- Principles and practices of records retention, record keeping, and municipal contract administration.
- Municipal election process and regulations.
- City ordinances, codes, policies, resolutions, and agreements.
- Legal, ethical and professional rules of conduct for public sector employees and elected officials.

**Required Skill in:**

- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Understanding and applying statutory standards and procedures, and applicable Federal rules and regulations.
- Reviewing, correcting and maintaining complex and extensive records.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Assuring the City's compliance with all laws, regulations, and rules.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other City employees, public officials, government agency representatives, and the public.
- Effective verbal and written communication.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment.