

CLASS CODE:  
APPROVED BY CITY COUNCIL:

GROUP:  
EXEMPT:

**THE CITY OF FONTANA  
BUREAU OF RECORDS AND ELECTIONS MANAGER**

**Definition:** The Bureau of Records and Elections manager shall be responsible for and perform all functions necessary for the efficient operation and maintenance of the Bureau of Records and Elections and the Department of the City Clerk, except for those mandatory duties performed the elected City Clerk as stated in FMC section 2-292 and 2-293; to provide highly responsible and complex administrative support to the City Council and the City Manager. This position receives administrative supervision from the City Manager.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Develop, plan, and implement the goals and objectives of the Department of the City Clerk, and to recommend and administer policies and procedures affecting the activities of the Department of the City Clerk.
- Supervise and coordinate city elections, aid the public with county and school elections, train election staff, and order and maintain election supplies and equipment.
- Coordinate activities of the Department of the City Clerk with those of other departments and outside agencies and organizations, provide staff assistance to the city council and city manager, and prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the work plan of the Department of the City Clerk; assign work activities, projects and programs; monitor work flow; prepare and maintain a procedures manual for the Department of the City Clerk; and review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the elected officials, boards and commissions, and other departmental budgets; direct the forecast for additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; and implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as Filing Officer for city appeals as designated by various sections of the Fontana Municipal Code
- Prepare and update the city's conflict of interest code, and serve as Filing Officer for the Fair Political Practices Commission.
- Receive and open sealed bids and formally release bid bonds.

- Receive, process and maintain claims, summonses and complaints; and notify claimants of any action on claims received.
- Plan and direct the maintenance, updating and filing of official municipal documents and records, including maintaining an active continuing program for the economical and efficient management of these documents and records; direct the publication, filing, indexing and safekeeping of all proceedings of the city council; supervise codification of ordinances; and supervise the preparation of city council and commission minutes and other documents.
- Supervise the publication of legal advertising.
- Assist the public and city staff by providing information and research assistance.
- Certify documents and record affidavits with the county recorder.
- Provide information and organize material in compliance with federal, state and local laws, regulations and policies.
- Direct the retention and destruction of official records in accordance with applicable laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary by the city manager or the city council to support the daily operations of the city.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds is also required.

### **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Applicable, Federal, State and municipal laws and procedures.
- Election laws and procedures.
- Political reform requirements.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

- Business English, spelling and arithmetic.
- Principles and methods of record keeping and report writing.
- Modern office practices, procedures and equipment.
- Principles and techniques of budget development and administration.

**Experience:** Four years of experience performing responsible and complex administrative office work in a City Clerks office including two years of supervisory responsibility.

**Education:** Training equivalent to as Bachelor's degree from an accredited college or university with major coursework in public administration or a related field.

**License of Certificate:** Possession of, or ability to obtain an appropriate, valid California driver's license.