



AGENDA

Special Meeting

Tuesday May 16, 2023 – 6:00 P.M.

City Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones City Council Roll Call: Members: Garcia _____ Banks _____
Eayrs _____ Collie-Mason _____

PLEDGE OF ALLEGIANCE: Led by Mayor

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Council meeting. There is a five (5) minute limit per topic.

SELECTION OF NEW COUNCIL MEMBER

1. Review letters of interest for vacant Council seat and approve selection by majority vote.
2. Administer Oath of Office

DISCUSSION / REPORTS: ACTION ITEMS:

3. City Clerk Job Description

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on June 12, 2023 at 7:00 p.m.

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.



Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA)

COUNTY OF SISKIYOU)

OFFICE OF THE CITY CLERK, TOWN OF FORT JONES

This is to certify that at the Regular Meeting of the Fort Jones Town Council held in and for said Town, on the 16th day of May 2023

was appointed to the office of City Council Member

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 16th day of May, 2023, by its Clerk thereunto duly authorized.

STATE OF CALIFORNIA)

COUNTY OF SISKIYOU)

*I, **[State Your Name]** do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

Subscribed and sworn to before me this 16th day of May, 2023.

Rachel Agron, City Clerk



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Proposed Agenda Item for May 2023 Regular Meeting

Subject

Job Descriptions: City Clerk

Type of Action

Action of approval

Background

Job description to be created for a City Clerk

Summary of the Issue(s)/Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback in order to ensure this document meets with their approval.

Next Steps

The position will be created and an updated job description will be added upon approval by the City Council.

Fiscal Analysis (as appropriate)

None at this time as it will be provided with salary schedules.

Attachment(s)

Attachment 1: City Clerk Job Description (4 pages)



CITY CLERK (Full-Time)

The Town of Fort Jones is seeking a hard-working, customer-service oriented person to serve as City Clerk for the Town of Fort Jones. This is a full-time, management and department head classification.

Examples of Duties

Under the administrative direction of the City Administrator, the City Clerk plans, organizes, and directs the day-to-day operations and activities of the City Hall Office and its staff, including administration, election management, the legislative function, maintaining and archiving of public records and information. The City Clerk also serves as Clerk/Secretary to the City Council and Election Official.

Duties include:

- Provide administrative support to the City Administrator for the day-to-day operations and general oversight of the City Hall Office:
 - Prepare agenda and take meeting minutes for each Fort Jones City Council and staff meeting
 - Monitor and direct office staff activities; provide professional and technical guidance as needed;
 - Interact with the public to handle complaints/respond to questions as an intermediary for the City Administrator and CDBG Housing Coordinator;
 - Oversee arrangements and set-up for Town of Fort Jones presentations and large community group meetings;
 - Prepare, sign, seal/certify, and record all ordinances, resolutions and agreements and other municipal legal documents;
 - Prepare and post legal and public notices as required by law for various matters including public hearings, reading of ordinances, and notices for available committee and board positions;
 - Process and distribute signed contracts and/or agreements;
 - Receive, process, and file claims/lawsuits against the Town of Fort Jones; and
 - Receive/open public works bids, prepare contracts, receive change orders, process stop notices and file notices of completion.

- Works closely with the City Council, City Administrator, City Attorney, department managers, and other public and private entities in providing expert professional information and services.
- Provide complex, responsible and confidential administrative support to the City Council:
 - Draft policies, procedures, agenda items and proclamations;
 - Accepts communications for the Council; answers Council correspondence; and sets up meetings as requested by the Council;
 - Compile and distribute agenda packets and related materials, memos, resolutions, ordinances, public recognition documents and communications; and
 - Attend City Council meetings, takes and prepare official action minutes.

Other job-related duties are:

Write, proofread, edit content, oversee creative design for and maintain the Town of Fort Jones website; Create and administer content on all social media platforms, such as Facebook, Instagram, and Twitter, to ensure public engagement, monitor user metrics, and respond to reader comments.

Minimum Qualifications

KNOWLEDGE OF:

- Modern office practices, particularly with file organization and file retention, as well as California municipal law as it relates to functions of a City Clerk's office;
- Basic supervisory skills and principles and practices of modern municipal management and administration, including the structure and organization in a Mayor-Council/City Manager form of government;
- Principles/practices of contract development, administration, and evaluation; and as well as formats for preparation of municipal resolutions, ordinances and contracts
- Principles/practices of electronic and manual records as well as archival management, systems analysis and implementation for accepted legal and administrative procedures relating to records management systems, including filing, indexing, retrieval and retention of records and documents;
- Modern computer user applications, including word processing, microcomputer, and mainframe computer applications and proper English usage, spelling, punctuation and grammar; and
- Government codes pertaining to records management, municipal elections administration, and principles of public administration, management and supervision including but not limited to the Brown Act, the Maddy Act, the Public Records Act, and parliamentary procedures; the Political Reform Act and

campaign disclosure requirements, the Elections Code with respect to municipal elections, and state laws governing charter cities.

ABILITY TO:

- Interpret, analyze, apply and implement a variety of complex state and city laws and collect, review, organize and disseminate a variety of documents;
- Independently compose resolutions, ordinances, public hearing notices, oral/written reports, and correspondence consistent with appropriate formats and legal requirements;
- Independently organize, direct, manage, evaluate and motivate the work of assigned staff on a variety of diverse work programs and activities to complete time-driven projects within deadlines;
- Establish and maintain effective working relationships with elected and appointed officials, other employees, and the public and communicate effectively, persuasively, tactfully, and positively (both orally and in writing); and
- Recognize and respond to organizational and operational difficulties.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee must be able to work in a standard office setting and use standard office equipment, including a computer, operate a motor vehicle to visit various Town facility and meeting sites, read printed and on-screen materials, communicate in person and over the telephone, as well as stand and walk between work areas.

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 with the use of proper equipment.

TRAINING AND EXPERIENCE

A combination of education, training and increasingly responsible experience performing complex administrative duties in an office environment for a City Clerk or public administration will be considered, as listed below:

- Bachelor's degree, preferably in public/business administration or a related field (highly desirable)
- Equivalent of the completion of an Associates of Arts degree including or supplemented by college level courses in business or public administration or a related field and specialized workshops/training specific to the municipal clerk field; (highly desirable)

- Equivalent of three years of increasingly responsible experience in a City Clerk's office or public administration that has provided the necessary knowledge, skills, abilities, and experience working with the public.

SPECIAL REQUIREMENTS

This position requires frequent attendance at City Council meetings.

Completion of high school or GRE. Must be 18 years or older.

As a condition of employment, incumbents must pass all screening processes that are applicable to this position and will be required to be fingerprinted in accordance with State of California law.

LICENSES AND CERTIFICATES

Licenses: Possession of a valid California Class "C" Driver's license is required.

Registration/Certification: Possession of, or the ability to obtain certification as a California Certified Municipal Clerk within 24 months of hire, and Certification as a Notary Public is desirable. The City Administrator may modify the the timeline required to obtain the California Certified Municipal Clerk designation based on extenuating circumstances.

Supplemental Information

TO APPLY: All applicants must submit a completed Town of Fort Jones application **[insert submission method: online, paper, etc.]**. If you have any questions about this position please contact, **[insert contact information here: Name, Title, Phone, Email]**. You may also call the City Administrator at (530) 468-2281 or visit the Town of Fort Jones website at <https://fortjonesca.org/> for additional information.

SCREENING PROCESS: Applications will be reviewed as received and candidates with backgrounds that most closely fit our requirements may be invited for an interview.

REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting.

EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATION: The Town of Fort Jones is an Equal Opportunity Employer. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing any special accommodation must contact the Personnel, Accounting & Risk Management Department at (530) 468-2281 well in advance of the testing process to allow arrangement for such accommodation.