

RESOLUTION NO. 7846

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH
GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454
(SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN)
TO UPDATE THE JOB SPECIFICATION FOR THE
RECORDS COORDINATOR POSITION**

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to update the job specification for the Records Coordinator position in the City Clerk's Office; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary to the job specification of the Records Coordinator position, as detailed in the proposed Class Specification & Attributes, attached hereto as Exhibit "A"; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the City Clerk's Office, has determined that it is proper to update the job specification of the Records Coordinator position;

[Remainder of page left blank intentionally]


NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the proposed job specification for the Records Coordinator position, attached hereto as Exhibit "A."

SECTION 2. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

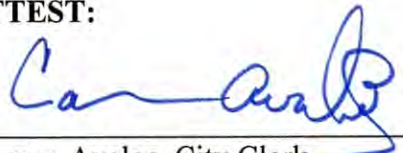
PASSED, APPROVED and ADOPTED this 26th day February 2019.

CITY OF SOUTH GATE:



María Belén Bernal, Mayor


ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

RECORDS COORDINATOR

DESCRIPTION

Under general supervision, performs complex and detailed clerical work in the maintenance and administration of official City documents and records; performs a variety of complex and responsible clerical work in assisting the City Clerk in the conduct of office activities; and related work as required.

CLASS CHARACTERISTICS

This classification supports the departmental needs related to the City Clerk's Office.

SUPERVISION RECEIVED

Works under the direct supervision of the City Clerk.

SUPERVISION EXERCISED

Does not supervise.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Organizes and performs a variety of responsible and complex clerical tasks related to the operation of the department;

Coordinates and assembles Public Records Act (PRA) requests, has vast understanding of the time sensitive nature of the laws surrounding PRA's;

Handles citizen requests; provides information where judgment, knowledge and interpretation of policies, rules and regulations are necessary; refers appropriate matters to other departments or division staff;

Develops, implements and coordinates a records retention and management system, a system for the purging of public documents, and coordinates the FPPC Conflict of Interest annual filing program;

Processes and prepares transmittal letters for contracts, ordinances and resolutions;

Indexes and maintains complex filing systems; cross indexes legislative history; keeps various records and data current; tracks document requests;

May prepare and type agendas, correspondence, reports, memoranda, records, documents and statistical data;

May attend meetings and may act as the recording secretary for the City Council, Public Access Corporation, and other meetings as required by the department head; and may prepare reports as necessary.

Assists the City Clerk in receiving and preparing City Council communications, materials, resolutions, ordinances, contracts and other documents;

May assist in performing the work of other clerical staff in order to maintain a smooth work flow;

Prepares bid invitations and processes contracts; receives applications, prepares permits and collects various fees; prepares forms as requested;

Assists in passport services that include handling inquiries about the process and accepts passport applications in compliance with federal guidelines;

Performs related work as required.

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from high school or equivalent, supplemented by college level courses in business practices, computer science, records management, and office management AND, four (4) years of increasingly responsible office experience, which has included responsibility for records management and performing complex clerical duties. Experience in a City Clerk's office is preferred.

License Requirement

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position.

Knowledge, Skills and Abilities

Knowledge of: modern office practices, procedures and equipment; personal computers; business letter writing and forms; correct spelling and business English; principles and practices of customer service and public contact.

Ability to: learn computerized records storage and retrieval; implement and maintain an effective filing system; follow oral and written directions; deal courteously and tactfully with the public; communicate effectively orally and in writing; work independently in the absence of specific instruction; works under pressure and meet deadlines; compose a variety of correspondence with only general instructions; maintain complex records and prepare reports from such records; operate a variety of office equipment, including computers; working with different software applications, including word processing and spreadsheets; and meeting and dealing with the general public; establish and maintain effective working relationships with others; communicate effectively in English.

Skills: Ability to type thirty (30) words per minute.

Special Requirements of Position:

1. Possess a clear understanding of confidentiality in the maintenance of all official records and correspondence.
3. Computer literacy, including a word processing program, preferably Word.
4. Ability to communicate effectively in Spanish is desired.
5. Highly organized and detailed oriented.

RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) **SS**

CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7846 was adopted by the City Council at their Regular Meeting held on February 26, 2019, by the following vote:

Ayes: Council Members: Bernal, Diaz, Davila, and Rios

Noes: Council Members: None

Absent: Council Members: Morales

Abstain: Council Members: None

Witness my hand and the seal of said City on February 28, 2019.



Carmen Avalos, City Clerk
City of South Gate, California