



STAFF REPORT

MEETING DATE: April 22, 2026

PRESENTER: John Jansons, City Manager

SUBJECT: Amendment of Authorized Positions List and Job Descriptions (JAJ)

RECOMMENDATION: Council adopt resolution approving amendments to the authorized position list by deleting the Executive Assistant to City Manager/City Clerk and adding positions of City Clerk and Executive Assistant to the City Manager; approving two job descriptions; and amending salary scales by adding salary schedules for the two positions.

DISCUSSION:

Amendment of the Authorized Positions List and updating of the job descriptions and salary scales for the position of City Clerk and Executive Assistant to the City Manager are needed to meet the current and future needs of the City and the Management Services Department.

While previously combined to address staffing shortages, it is recommended that the position of City Clerk and the position of the Executive Assistant to the City Manager be returned to separate positions.

The revised Job Descriptions and salary scales for City Clerk and Executive Assistant to the City Manager are included in **Exhibit 'B' and 'C'** to the draft Resolution.

FISCAL IMPACT:

Staffing vacancies within the Department in Fiscal Year 25/26 will offset the cost of this reorganization for the remainder of the current fiscal year. Position costs for FY 26/27 will be presented in the FY 26-27 budget recommendation.

ATTACHMENTS:

A. Resolution w/ Exhibits

RESOLUTION NO. 26-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING AMENDMENTS TO THE AUTHORIZED POSITION LIST TO ADD POSITION OF CITY CLERK AND EXECUTIVE ASSISTANT TO THE CITY MANAGER AND APPROVING JOB DESCRIPTIONS AND AMENDING SALARY SCALES BY ADDING SALARY SCHEDULES FOR THE TWO POSITIONS

WHEREAS, the current staffing needs within the Department of Management Services requires a dedicated City Clerk; and

WHEREAS, the current staffing needs within the Department of Management Services requires a dedicated Executive Assistant to the City Manager; and

WHEREAS, these positions had previously been combined to address staffing shortages and position vacancies, and

WHEREAS, it is in the best interest of the City to have separate, dedicated positions of City Clerk and Executive Assistant to the City Manager in the Department of Management Services; and

WHEREAS, deleting the position of Executive Assistant to City Manager/City Clerk and adding positions of Executive Assistant to City Manager and City Clerk require amendment of the Authorized Positions List, approval of revised job descriptions, and amendment of salary scales.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF KERMAN THAT:

1. The above recitals and true and correct and incorporated herein by reference.
2. The Authorized Positions List (**Exhibit 'A'**) is hereby amended to include separate positions for City Clerk and Executive Assistant to the City Manager.
3. The job descriptions for City Clerk and Executive Assistant to the City Manager are approved as set forth in **Exhibits 'B' and 'C'** attached hereto and incorporated by reference.
4. The Salary Schedule is to be amended by deleting the Executive Assistant to City Manager/City Clerk line item and adding the following:

Management Services	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Executive Assistant	\$4,904	\$5,149	\$5,407	\$5,677	\$5,961	\$6,259	\$6,572
City Clerk**	\$5,725	\$6,011	\$6,312	\$6,627	\$6,959	\$7,307	\$7,672

5. The City Manager is authorized to fill those positions as soon as possible.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regular meeting held on the 22nd day of April 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Dalia Santana-Zamudio
Deputy Clerk

Exhibit 'A'

Fiscal Year 25/26 Authorized Positions List
Management Services Department - As Amended
April 22, 2026

Permanent Full-Time

City Manager	1
Executive Assistant to City Manager/City Clerk	1
City Clerk	1
Executive Assistant to City Manager	1
Human Resource Officer	1
Human Resource Specialist	1
*Human Resource Technician	0
Administrative Assistant	1
Total for Management Services	6



JOB DESCRIPTION

JD Revision Date: March 31, 2026

<p>Title</p>	<p>City Clerk</p>
<p>Reports To</p>	<p>City Manager</p>
<p>Bargaining Unit</p>	<p>Kerman Miscellaneous Employees Association (KMEA-FSLA Exempt)</p>
<p>Definition</p>	<p>Under general direction of the City Manager to plan, direct, supervise, and coordinate all activities of the City Clerk's Office relating to Council meetings, City elections, and public records in accordance with applicable laws, codes, policies, and procedures; and to do related work as required.</p>
<p>Distinguishing Characteristics</p>	<p>The City Clerk is expected to assume overall responsibility for all facets of municipal activities for the City including providing leadership in establishing general direction, goals, and priorities. The City Clerk exercises independent judgment in the performance of a variety of professional, complex, and difficult duties.</p>
<p>Examples of Duties</p>	<ul style="list-style-type: none"> • Attends City Council and other public meetings and records all official proceedings; prepare the minutes and other documents; direct the publication, filing, indexing, and safekeeping of all proceedings of the Council. • Oversee the preparation, organization, printing, distribution, follow-up and document processing of all Council and committee agendas for which the City Council serves as the governing board. • Give Notice of Public Hearings; (Post/Publish/Written Notification). • Provide assistance to the Mayor and City Council; prepare and present staff reports and other necessary correspondence. • Oversee the inventory, file, and storage of a variety of City records and files, including, but not limited to, Council documents, ordinances, minutes, resolutions, municipal code, deeds, agreements, contracts, claims, campaign statements, statements of economic interest, and other historical documents; plan and direct the maintenance, updating and filing of official municipal documents. • Maintain the City's Municipal Code; add/update amended Ordinance after adoption by City Council; coordinate with departments seeking input for suggested Code changes. • Serve as the City's Election Official; receive petitions relating to initiative, referendum, and recall; ensure conformance to election and government code. • Serve as Filing Officer for the Fair Political Practices Commission; administer the City's Conflict of Interest Code; administer and file oaths of office and oaths of allegiance. • Maintain Custody of City Seal • Supervise and participate in the development and administration of the City Clerk's and City Council's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments. • Review payment options for accuracy including vendor payments for goods and services and expense claims; approve and sign checks for accounts payable. • Build and maintain positive working relationships with Mayor, City Council, co-workers, other City employees and the public using principles of good customer service. • Receive and respond to public records requests according to the California Government Code. • Assist the public and City staff by providing information and research assistance.

	<ul style="list-style-type: none"> • Coordinate department activities with other departments, outside agencies and organizations; provide assistance to the Mayor and City Council; prepare and present staff reports and other necessary correspondence. • Plan, organize, direct and review the activities and operations of the City Clerk’s Office. • Provide or coordinate staff training to ensure the high standards necessary for the efficient and professional operation of the Department. • Develop and implement long and short-term strategic plans in support of Department and Citywide goals and objectives; recommend and administer policies and procedures. • Performs other related duties as required.
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Qualifications

Knowledge Of	<ul style="list-style-type: none"> • Applicable federal, state, and municipal laws and procedures; election laws and procedures; Brown Act procedures; and political reform requirements. • Administrative management including records management, records retention, preservation procedures. • Principles and practices of administration, training, performance evaluation, budgetary systems and procedures. • Federal, state, and local government organization.
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Ability To	<ul style="list-style-type: none"> • Organize, assign, and schedule work to accomplish goals within required time frames. • Provide effective customer service to those using the services of the City Clerk's Office. • Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, commissions/committees, City Council, and City staff. • Provide information and organize material in conformance with laws, regulations, and policies. • Communicate clearly and concisely, orally and in writing. • Analyze and interpret complex legal documents, contracts, administrative procedures, and regulations. • Exercise sound, independent judgment within general policy guidelines. • Operate office equipment including computer systems and related software. • Work necessary hours and times to accomplish goals, objectives, and required tasks. • At the direction of the City Manager, select, supervise, train, and evaluate assigned staff.
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Education	A BA degree in public or business administration or a closely related field and or/four years of responsible on-the-job experience in lieu of education requirement.
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Experience	At least four years of responsible experience involving the administration of a City Clerk's or similar office including at least three years of supervisory experience. Prior administrative experience as a Deputy or Assistant City Clerk in a large municipality is highly desirable.
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Special Qualifications

Driver’s License	Possession of a valid California Class C Driver License is required. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.
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Certifications	Possession of a valid Certified Municipal Clerk (CMC) Certificate preferred.
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Physical Demands	Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum.
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Probationary Period	Twelve (12) months
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JOB DESCRIPTION

JD Revision Date: March 31, 2026

Title	Executive Assistant
Reports To	City Manager
Bargaining Unit	Kerman Miscellaneous Employees Association (KMEA)

Definition
 Perform a variety of highly responsible and complex secretarial, administrative and analytical support duties for the City Manager and Management Services Department, handling administrative details and coordination of day-to-day office operations and to do related work as required.

Distinguishing Characteristics
 The Executive Assistant is distinguished by the higher degree of independent judgment required; a thorough knowledge of divisional, department, and City-wide procedures and policies; the ability to choose among a number of alternatives in performing a variety of complex assignments without instruction in scheduling and completing work. Incumbents routinely handle highly confidential and sensitive information; may serve as staff support on internal and external committees.

- Examples of Duties**
- Perform a variety of complex, responsible and confidential duties for the City Manager and Department Heads.
 - Review, prioritize, and route correspondence.
 - Act as receptionist, screen calls, visitors, and refer inquiries as appropriate.
 - Maintain appointment schedules and daily calendars.
 - Maintain and update the City’s website as Department webmaster and assist other Depts.
 - Prepare and distribute the City’s E-newsletter, maintain electronic distribution list.
 - Gather, organize, and prepare information for routine reports.
 - Compile and maintain a variety of files and records of information.
 - Maintain manuals and update resource materials.
 - Review work upon completion for conformance to divisional requirements.
 - Respond independently to letters and general correspondence of a routine nature.
 - Coordinate civic and social engagements as well as special events.
 - Participate in the preparation and administration of office budget.
 - Create the graphic layout for the yearly budget, updating demographic information yearly.
 - Compile reports insuring materials are submitted on time.
 - Contact participants and coordinate meetings; complete and distribute follow-up reports.
 - Coordinates activities and events involving all City Departments.
 - Serves as Deputy City Clerk and assists in bi-monthly agenda packet preparation, gather information, contact meeting participants and especially provide proof reading assistance.
 - Scan and file resolutions, ordinances, agreements and other documents as directed by the City Clerk.
 - Add approved minutes to City website and Laserfiche for document retention as needed.
 - Navigate and research documents in document retention system (Laserfiche) as needed. Document and track administration records for retention and destruction.
 - Performs other related duties as required.

Qualifications

- Knowledge Of**
- English usage, spelling, grammar, and punctuation.
 - Ability to update and navigate Civic Plus or other website systems and social media accounts.
 - Knowledge of Adobe Acrobat for creation of interactive forms and survey compilation.
 - Computer software including word processing applications at an advanced level.
 - Reception and telephone techniques.

<p>Knowledge Of</p>	<ul style="list-style-type: none"> • Principles of providing supervision on projects and subordinates. • Principles and practices of effective business communication. • Effective facilitation of City Boards, Commissions, and Committees. • Procedures and operating details of municipal government; city-wide policies and procedures. • Advanced record keeping principles, purchasing practices and procedures. • Department policies and procedures. • Research techniques, sources, and availability of information. • Report writing and presentation. • Communications/media services and resources.
<p>Ability To</p>	<ul style="list-style-type: none"> • Support office of the City Manager and Management Services Department activities • Maintain City Manager’s working calendar and schedule appointments and meetings. • Plan, organize, and carry out administrative work to meet deadlines. • Receive highly sensitive information and maintain confidentiality. • Understand and carry out oral and written directions. • Operate a personal computer terminal and utilize various software and/or word processing techniques. • Communicate clearly and concisely, both orally and in writing. • Establish/maintain cooperative-working relationships with those contacted in the course of work. • Assist in compiling and maintaining complex records and preparing technical reports. • Work independently in the absence of City Manager. • Perform relatively complex arithmetic and statistical calculations and computations accurately. • Interpret and apply administrative and divisional rules, policies, and procedures. • Analyze situations carefully and adopt effective courses of action. • Compose correspondence and business letters from brief instructions. • Research techniques, sources, and availability of information. • Communications/media services and resources. • Assist in developing, analyzing, and evaluating policies and procedures. • Consistently and predominately perform at a significant level of delegated responsibility and authority involving the technical and public relations aspects of the office functions.
<p>Education</p>	<p>Equivalent to the completion of twelfth grade supplemented by specialized administrative support/business related courses. An Associate’s degree or other advanced degree is preferred.</p>
<p>Experience</p>	<p>Five years of experience performing increasingly complex and highly responsible office and administrative support work of which at least two years involved administrative support work for one or more managers. Municipal/public sector government experience is highly desirable.</p>
<p>Special Qualifications</p>	
<p>Driver’s License</p>	<p>Possession of a valid California Class C driver License is required.</p>
<p>Certifications</p>	<p>All levels require a minimum keyboarding ability of 50 words per minute or demonstrated proficiency at an advanced level in all MS Office Products.</p>
<p>Physical Demands</p>	<p>Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum.</p>
<p>Probationary Period</p>	<p>Twelve (12) months</p>