

The Office of the City Clerk provides strategic support services to the legislative body, facilitating interaction between the legislative process and the community. The Office also conducts elections for Mayor, City Council and various ballot measures. The duties of the Clerk are outlined in the City Charter, the California Government Code, the San José Municipal Code and the Council Policy Manual. All City departments contribute to the City Clerk's delivery of services to the community. The City Clerk's role in legislative and elective processes requires neutrality and independence as key qualities in conducting the business of the Office. In a political arena, the City Clerk is the non-political and objective component.

Core Service – Facilitate the City's legislative process

Internal Partners – Mayor and City Council; City departments; designated City employees; Commission members

External Partners – Public; media representatives; other governmental agencies; Mayor and Council candidates; Commission applicants; registered lobbyists; community groups; bidders and contractors

Key Services –

- Integrity of the City's legislative process is preserved and the process is readily accessible to the public.
- The City Council is effectively supported in making public policy decisions by the delivery of high quality legislative services.
- Elections are conducted in accordance with the City Charter and State Law for Mayor, Council Members and ballot measures.
- Recruitment and appointment processes for boards and commissions are administered.
- Council's Rules & Open Government Committee, Elections Commission, Civil Service Commission, Council Salary Setting Commission and Sunshine Reform Task Force are staffed.
- The Municipal Code, City Charter, Council Policy Manual and all documents presented to Council are indexed for storage and retrieval, published when appropriate and made available.
- Campaign finance, conflict of interests and registered lobbyist filings are reviewed and made available to the public.
- Bids are opened for construction projects citywide and contract documents are reviewed and processed.

Strategic goals and objectives –

- Deploy technology resources effectively
- Increase efficiency of service delivery
- Maintain high customer service

Organization –

- Administration & Elections
- Mayor/Council Office Support (Fiscal, Human Resources and Grants Management)
- Boards/Commissions
- Vital Records Management