



NOW RECRUITING

CITY CLERK



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he City of West Sacramento is actively recruiting for a City Clerk to lead the City Clerk's Office! Candidates should have knowledge of State Elections Code; the California Public Records Act; State Government Code as it pertains to the office of City Clerk; filing provisions of the State Fair Political Practices Commission; the Brown Act;

principles and practices of modern public administration; organization and functions of municipal government, including the roles of a Council/Manager form of government; principles and practices of records management, including records retention laws; modern office practices and procedures including business correspondence, filing and standard equipment operation, including and audio-visual equipment.

The City Clerk plans, organizes, and directs all functions and responsibilities of the City Clerk's office as specified by the City Council and as required by law. The City Clerk is an at-will position that is appointed by and sits at the pleasure of the City Manager.

This position receives general supervision from the Assistant City Manager or their designee, and may supervise professional level staff, as well as clerical, technical and temporary staff.





EXAMPLES OF ESSENTIAL FUNCTIONS:

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Takes and certifies affidavits and dispositions pertaining to city affairs.
- Prepares, administers and monitors assigned budgets.
- Prepares proper attestation for adopted ordinances and resolutions.
- Posts and distributes completed documents in accordance with established procedures.
- Maintains the Municipal Code and establishes supplemental procedures in order to update and republish the Code as required.
- Coordinates and/or performs all clerical functions for the City Council.
- Coordinates, plans, and conducts regular and special consolidated municipal elections.
- Oversees campaign and Fair Political Practices Commission related filings according to established procedures and State law for elected officials and designated employees.
- Certifies action taken by the City Council regarding conveying or receiving property.
- Files documents, as required, with the County Recorder.
- Manages the citywide records management program.
- Serves as custodian of the official City Seal and archives.
- Maintains custody of official records including ordinances, resolutions, contracts, agreements, deeds, minutes, and certifies copies as required.
- Attests, publishes, indexes and files ordinances and resolutions.
- Oversees the publication of legal notices, postings and mailings.
- Coordinates the appointments to city boards and commissions.
- Trains, evaluates, supervises, and disciplines staff assigned to the City Clerk function.
- Serves as a civil marriage officiant pursuant to Family Code § 400.



EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

- **Education:** Bachelor's degree from an accredited college or university in public administration, business administration, or closely related field.
- **Experience:** Five (5) years of experience in performing high-level and complex administrative and analytical work, including two (2) years supervisory experience, preferably in a public agency. Experience in a City Clerk's office is desirable.

WORKING CONDITIONS:

Attends off hour City Council meetings, planning sessions and special events.

COMPENSATION & BENEFITS

The annual salary range for the City Clerk is \$113,868—\$138,384. Placement within the stated range will be based upon the selected candidate's experience and qualifications.

- CalPERS pension eligibility
- Generous contributions to medical, dental, vision plans, and life insurance
- 80 hours of management leave annually, plus vacation and sick leave
- Contributions to 401a savings plan and retirement health savings



HOW TO APPLY:

An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain their qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire.

Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification.

Apply via the City of West Sacramento's recruitment page at <https://www.governmentjobs.com/careers/westsacramento>.

This recruitment will close at 11:59 p.m., October 17, 2021.

CITY HALL

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