



EMPLOYMENT OPPORTUNITY

City Clerk

\$88,926 - \$113,494 annually

About the City

The City of Sand City is a lovely community that encompasses approximately 350 land acres located on the Monterey Peninsula. The City has a clear vision of its future as a progressive, sustainable community that encourages the kind of economic and mixed-use development that enables businesses to grow, while also maintaining a friendly, walkable community. A window to the beautiful Monterey coast, Sand City is a green conscious and artistic community that lives, works and plays by the sea. Residents and tourists alike enjoy biking through town or spending the day shopping and visiting one of the local eateries, artists' studios or magnificent coastal amenities.

GENERAL PURPOSE

Performs the statutory duties of the City Clerk; serves as Clerk of the City Council, Secretary of the Successor Agency to the former Sand City Redevelopment Agency (Successor Agency); maintains official City records; acts as the City's election official, filing officer and filing official as required under the Political Reform Act. Works under general guidance and direction of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares a variety of complex reports, letters, memorandum, forms, resolutions, and ordinances; attests, publishes, distributes and files all ordinances and resolutions.
- Maintains an up-to-date Municipal Code, ensuring that ordinances are codified and indexed properly; coordinates printing and distribution of codifications as received.
- Coordinates with other departments and the City Attorney's Office to assist with research and preparation of City Council/Successor Agency meeting staff reports and packets utilizing an agenda management software program. Prepares and publishes agendas, agenda packet material, and legal notices for public hearings.
- Serves as secretary to the City Council/Successor Agency and records proceedings and actions, prepares and publishes minutes; follows up on items dealt with by the City Council/Successor Agency.
- Coordinates Public Records Act requests to ensure timely response and full compliance with the Public Records Act.
- Manages the City's electronic document management system to ensure standards of indexing and quality of input for all departments in keeping with the City's records management program; including reviewing and updating the City's records retention

schedule to ensure compliance with appropriate guidelines for records management and disposition.

- Researches and recommends technological advancements in the field while being committed to an innovative approach to open government principles and quality service delivery.
- Maintains a record of the City's recorded documents such as agreements, deeds, easements and other records; notarizes documents and coordinates recording of documents with the County Recorder's office.
- Administers Oath of Office for City officials and staff, and administers affirmations.
- As the City's Election Official, prepares election notices, election related reports, election handbooks, and other election related materials for the candidates, proponents of ballot measures, and the public; coordinates election timelines and materials with the County Registrar of Voters; and assists with coordination of political informational meetings.
- As Filing Officer, provides information to candidate and committees regarding campaign filing statement obligations and Fair Political Practice Commission regulations and reviews filed statements for compliance with state and local regulations.
- As the Filing Officer/Official under the Political Reform Act, maintains a log of all elected and appointed officials, staff and consultants required to file Statements of Economic Interests and those required to attend AB1234 Ethics Training; advises them of these requirements in a timely fashion; and reviews filed statements for compliance with state law and local regulations.
- Updates the City's Conflict of Interest Code at appointed intervals.
- Accepts and certifies petitions, council nomination papers and other official documents.
- Assists boards, commissions, and committees and maintains an accurate history of appointments and records of memberships.
- Accepts subpoenas, summons and complaints on behalf of the City; researches and certifies information and documents for court actions, attorneys, other government agencies and the public.
- Assists the Finance Specialist with oversight and review of payroll and financial reports.
- Performs other administrative duties as assigned by the City Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A Bachelor's Degree, and
- Five (5) years of experience in complex clerical and office work which has included public contact and record keeping or records management, or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills, and Abilities:

Working knowledge of legal requirements, procedures and policies of the office of City Clerk; general municipal organization and administration; legal documents and contracts; modern principles and practices of office management, record keeping, and central filing systems; election codes and administration, including conflict of interest requirements; laws and procedures affecting public access to information; business vocabulary, grammar, spelling and punctuation; and word processing programs. Skill in operation of any listed tools and equipment.

Ability to plan, organize, direct and coordinate the functions and activities of the City Clerk's office; interpret, explain, and work in accordance with a wide variety of codes, laws and ordinances; maintain effective centralized record keeping and filing systems; administer all special and general municipal elections; attend and accurately record the minutes of all City Council/Successor Agency; insure proper notification and public dissemination of information concerning official City actions; prepare accurate, comprehensive and concise reports; establish and maintain cooperative working relationships; and basic principles of supervision and training.

SPECIAL REQUIREMENTS

Possession at time of hire and continued maintenance of a valid California Driver's License and safe driving record; and Notary Public Commission within six months; a Certified Municipal Clerk certificate is desirable, but not required.

Ability to work outside of standard business hours, including evening hours.

TOOLS AND EQUIPMENT USED

Personal computer; computer network workstation; telephone; copy machine; fax machine; Microsoft Office Software Programs (particularly Word, Excel, PowerPoint, Outlook, Granicus, Zoom etc.)

JOB TYPE: Full-time

PAY RANGE: \$7,410.50- \$9,457.88 per month depending on qualifications.

BENEFITS:

- Retirement – California Public Employee's Retirement System (PERS) 2% @ 55 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security.
- Vacation- 80 hours annual accrual rate for years one through four of service time.
- Thirteen (13) holidays, plus one (1) floating holiday;
- Eight (8) hours of sick leave per month;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage;
- Health Insurance – The City provides employees with a \$1,582 (family) or \$1,055.10 (single) monthly allowance for medical; City also provides retiree medical benefits.
- Dental, and vision insurance fully paid;

- 457 deferred compensation plan, City matches employee contribution up to \$100/month.
- Employee Assistance Program (EAP)

SCHEDULE:

- 8 hours per day, 5 days a week (City Hall closed to the public on Fridays).

APPLICATION PROCEDURE:

This recruitment is being conducted on behalf of the City by Public Sector HR Solutions, LLC.

Please email a current resume, cover letter, and a list of at least three professional references to Roberta Greathouse at Roberta@PSHRS.LLC by **5:00 p.m., Sunday, February 12, 2023.** Receipt of application materials will be provided within 24 hours.

Interviews will be conducted at a mutually agreeable date / time during the week of February 13, 2023.

The City reserves the right to extend the final filing deadline as needed.

If you have any questions regarding this position, please contact Ms. Greathouse at Roberta@PSHRS.LLC or (831) 998-3194.