



CITY OF
WOODLAND
CALIFORNIA

INVITES APPLICATIONS FOR

CITY CLERK

\$91,568 - \$127,178 annually

(Salary range currently under review)



ABOUT THE CITY OF WOODLAND



Woodland has a population of roughly 61,000 and is the seat of Yolo County. It is situated in California's Central Valley, about 20 miles northwest of Sacramento at the intersection of Interstate 5 and State Route 113.

Woodland has over 150 years of history, which is reflected by an impressive stock of historic buildings in the downtown area and surrounding neighborhoods. Woodland's agricultural heritage plays an important economic role in the community's distinct identity.

Woodland also has a robust and growing industrial sector due to extensive access to freight rail, two major interstate highways, an international airport and nearby delta ports. Agricultural innovation is a growth industry due in part to Woodland's proximity to fertile land and cutting edge resources like AgStart and UC Davis. Soon, Woodland will be home to the Woodland Research & Technology Park, a 350-acre work/life campus offering over 2 million square feet of research park office and lab space in addition to diverse housing options, parks, and retail.

CITY VISION

The City of Woodland is a dynamic and thriving community, blessed with a rich, pioneering heritage. The City is supported by a customer-focused government that provides effective and efficient community services by a team of motivated, dedicated and respected city staff. This creates an enviable quality of life for its citizens, and an entrepreneurial zeal in the region.

ABOUT THE POSITION

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. This is an exempt Management Position. The incumbent serves in an at-will capacity and sits at the pleasure of the City Manager.

IDEAL CANDIDATE

The City of Woodland is seeking a dedicated and reliable professional with the highest level of integrity, outstanding judgment, and established leadership skills for the position of City Clerk.

The Ideal Candidate is committed to public service and knowledgeable in applicable laws and regulations, such as the Brown Act, Public Records Act, Political Reform Act, California Election Code, and other related laws and regulations.

The Ideal Candidate will value the community and possess high emotional intelligence as an ambassador of the City and liaison to the public. The successful candidate will be committed to excellence in customer service and have strong organizational, and administrative management skills as well as meticulous attention to detail.

The Ideal Candidate has a strong work ethic and will lead with empathy and integrity and will be a fair and impartial professional in all interactions. The Ideal Candidate will be collaborative, inclusive, tech savvy, and will promote a culture of transparency. The ability to build close working relationships with City Staff and City Council Members is essential.

The Ideal Candidate will also need to be highly self-organized, confident, and adaptable, with a keen ability to reprioritize projects based on sensitive demands. They should be able to work independently on a variety of projects with minimal direction.

The Ideal Candidate must have a calm demeanor and a solution-oriented mindset, especially when interacting with and educating the public. The nature of this position requires an individual who is creative, discerning, and constantly striving to improve.

ESSENTIAL JOB FUNCTIONS*

The City Clerk performs the following duties which may include, but are not limited to:

- Coordinates and prepares agenda for City Council and designated commission meetings.
 - Reviews agenda items for compliance with legal requirements.
 - Organizes completed staff reports.
 - Reproduces and distributes agenda packages to appropriate individuals and organizations.
 - Ensures the City Council Chamber is in proper order for all meetings.
 - Attends City Council and designated commission meetings, acts as recording secretary and prepares minutes.
 - Prepares "action" letters and appointments for follow-up activity resulting from City Council meetings.
 - Establishes and maintains a reminder or follow-up system to ensure continued items are placed on the appropriate City Council agenda.
 - Maintains a comprehensive general index of the official meeting minutes and files of all city records, including City Council actions for follow-up and/or filing, maintenance and storage.
 - Administers oaths or affirmations.
 - 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.
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 - 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.
- *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.*



THE COMPENSATION PACKAGE**

The following are some of the excellent benefits that the City of Woodland offers to its employees:

Vacation: 7 hours per month during the first 3 years of service

Health Plans: CalPERS Medical Insurance Plans, including HMOs & PPOs. The City gives an allowance toward the cost of insurance, the maximum Family Allowance for 2024: \$2,195.79/Month. The City offers paid Delta Dental and VSP Vision insurance.

Retirement Programs are available through CalPERS (2% @ 60 for Classic CalPERS members and 2% @ 62 for new CalPERS members).

Voluntary Benefits: Supplemental Life, Cancer, Accident Only, STD/LTD, Critical Illness insurance, and Flexible Spending Accounts (FSA).

Life Insurance: The City provides \$50,000 life insurance policy.

Administrative Leave: 96 hours of leave time given each fiscal year.

Bilingual Pay: \$200 per month upon certification

Professional Growth Incentive: \$625 per year for additional educational or professional activities.

** Benefits described herein do not represent a contract and may be changed without notice.

HOW TO APPLY

Apply with a City of Woodland application online at www.cityofwoodland.gov/employment or by visiting the Human Resources Office, City Hall, 300 First Street, Woodland, CA 95695 by 5:00PM on Monday, May 13, 2024.

Supplemental questionnaire must be submitted with application by the final filing date to be considered. Résumés and cover letters are encouraged but will not be accepted in lieu of the application form. Postmarks will not be accepted.

Review Process: Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview or any combination thereof. Applicants will be required to take and pass a medical examination by a City of Woodland physician to ensure their physical suitability to perform the assigned duties. If you have a disability that requires accommodation during the selection process, please notify Human Resources at least seven (7) days prior to the event.

Panel interviews are tentatively scheduled for the week of **May 20, 2024**.

