

CAREER OPPORTUNITY

CITY CLERK

\$8,368 – \$10,171 MONTHLY

\$100,416 – \$122,052 ANNUALLY

DOQ/DOE



Do you have a forward-thinking mindset?

Do you want to work where staff is encouraged to reduce bureaucracy and take reasonable risks?

Do you want to make a difference in the San Rafael community?

THE IDEAL CANDIDATE:

The City of San Rafael is seeking a **candidate to fill to the unexpired City Clerk term through December 7, 2020**. The ideal candidate will be a proven leader well versed in Federal, State, and Local laws and modern management practices. It is essential the selected individual have a reputation of ethical, impartial and unbiased decision making. Previous experience as a City Clerk, Deputy City Clerk or related position is desired.

The successful candidate will be a skilled communicator who can effectively relay information concerning the Department's goals, objectives and needed resources. The new City Clerk will be a creative problem solver, accessible to the public, responsive, sensitive to the needs of a culturally diverse community, demonstrate accountability for the services provided by the Department, and be committed to making Department services easier for the public to access. The selected candidate will be dedicated to 21st Century and legally compliant practices, encourage quality products, exceptional customer service and be an active community participant.

THE CITY AND DEPARTMENT:

The City of San Rafael is a full-service municipal agency with a City Council/City Manager form of government which has more than 400 employees, 57,000 residents and an annual budget of \$110 million for FY 2017-18. San Rafael has an elected Mayor and four elected City Council Members who serve four year terms. The City Attorney and City Clerk are also elected, and serve four year terms.

The vision of the City is to be a vibrant economic and cultural center reflective of its diversity. The City has an engaged, supportive and innovative City Council. The City Clerk's Department is the link between the public, City Council and City departments, providing support services and access to government in an accurate, transparent and efficient manner with a focus on customer service. With 1 full time Deputy City Clerk employee, the Department manages a 2017-18 budget of nearly \$600,000.





THE JOB:

The City Clerk has decided to retire, after 10 years in office and with the unexpired term of office, an appointment must be made by City Council within 60 days. The unexpired term will continue until December 7, 2020.

The City Clerk performs a variety of professional and administrative duties in accordance with the Elections Code, Public Records Act, Political Reform Act, Brown Act, Municipal Code and the City Charter. The City Clerk is responsible for:

City Council Support—Managing and processing follow-up of all items approved by the City Council and coordinating with various agencies, departments and timelines.

Elections Administration—Overseeing the administration of municipal elections according to the Elections Code, including processing of candidate statements, ballot measures, petitions, arguments, impartial analyses, campaign reporting and legal advertising.

Campaign Requirements—Assists candidates and elected officials in meeting filing requirements / deadlines

Records Management—Manages the retention and retrieval of official documents, ensuring compliance with the Public Records Act.

Fair Political Practices Commission Compliance—Acts as filing official, per the Political Reform Act, for City Council Boards and Commissions, 87,200 filers and designated employees.

Department Goals and Objectives—Manages the development and implementation of Department goals, objectives, policies, and priorities to be aligned with the citywide strategic plan initiatives.

Boards and Commission Recruitments—Administers the opening, notification, application, interviewing and appointment process for Board and Commission vacancies.

Bid / Contract Management—Administers the bid process and contract management by notifying, receiving, opening and executing bid documents.

Department Efficiency and Effectiveness—Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and technology systems, identifies opportunities for improvement and directs the implementation of changes.

Department Representation—Represents the Department to other City departments, elected officials and outside agencies; explains and justifies department policies and activities; negotiates and resolves sensitive, significant and controversial issues.

Department Budget—Manages and participates in the development and administration of the department budget; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.

Committee Representation—Participates on a variety of committees, attends and participates in professional group meetings, and stays current on new legislation, trends, and innovations in the field.

REQUIREMENTS OF OFFICE:

The position requires you to be a resident of San Rafael.

COMPENSATION & BENEFITS

The City of San Rafael offers an attractive compensation and benefits program. The salary range for this position is \$100,416 - \$122,052 annually, DOQ/DOE, and a competitive benefits program including:

- **Retirement:** The City is a part of the Marin County Employees Retirement Association (MCERA) plan, which offers reciprocity between agencies in CalPERS (this is part of the 37 Act County System);
 - **Classic employees** - 2% @ 55 formula, highest 3 year average compensation
 - **PEPRA employees** - hired after 1/1/13 or Classic employee with 6 month break in service are eligible for a 2%@62 formula, highest 3 year average compensation
- **Health Insurance:** Full flex cafeteria plan which can be applied to a health plan or converted to cash (\$653.61 employee only; \$1,307.20 employee +1; \$1,699.38 family level; or opt-out payment of \$653.61)
- **Life and Long Term Disability Insurance:** \$150,000 basic life; LTD is two-thirds of salary, up to \$7,500/month
- **Dental and Vision Insurance** (up to family coverage)
- **Deferred Comp** (employee option)
- **And more** (contact the recruiter for more benefits details)

SELECTION PROCESS:

The process may include a panel interview, and possibly other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process.

HOW TO APPLY: *Apply by January 31, 2018 by 5:00 p.m.*

- Apply online at www.calopps.org
- You must submit a completed application, including cover letter and resume (system requires you to attach as one PDF document). Responses to supplemental questions are required.

TIMELINE:

- **Interviews are tentatively scheduled for the week of February 12th;** please hold these dates on your calendar.
- Finalists may be invited back for interviews on a subsequent date.

SUPPLEMENTAL QUESTIONS:

In addition to submitting a cover letter and a detailed resume with your online application, please submit a written response to the following questions:

1. Describe your experience/background as it relates to the City Clerk position. How has your experience and background prepared you for this role?
2. What strengths or characteristics do you bring to the position that will enable you to effectively engage our culturally diverse community, as well as the youth population?
3. Why are you interested in being the next City Clerk of San Rafael and would you plan to run for election at the end of the appointment? Include whether you are a resident in your response.

RECRUITER CONTACT:

Rhonda Castellucci, HR Representative
rhonda.castellucci@cityofsanrafael.org
415-485-3474 (direct)

The City of San Rafael is an Equal Opportunity Employer.

www.cityofsanrafael.org