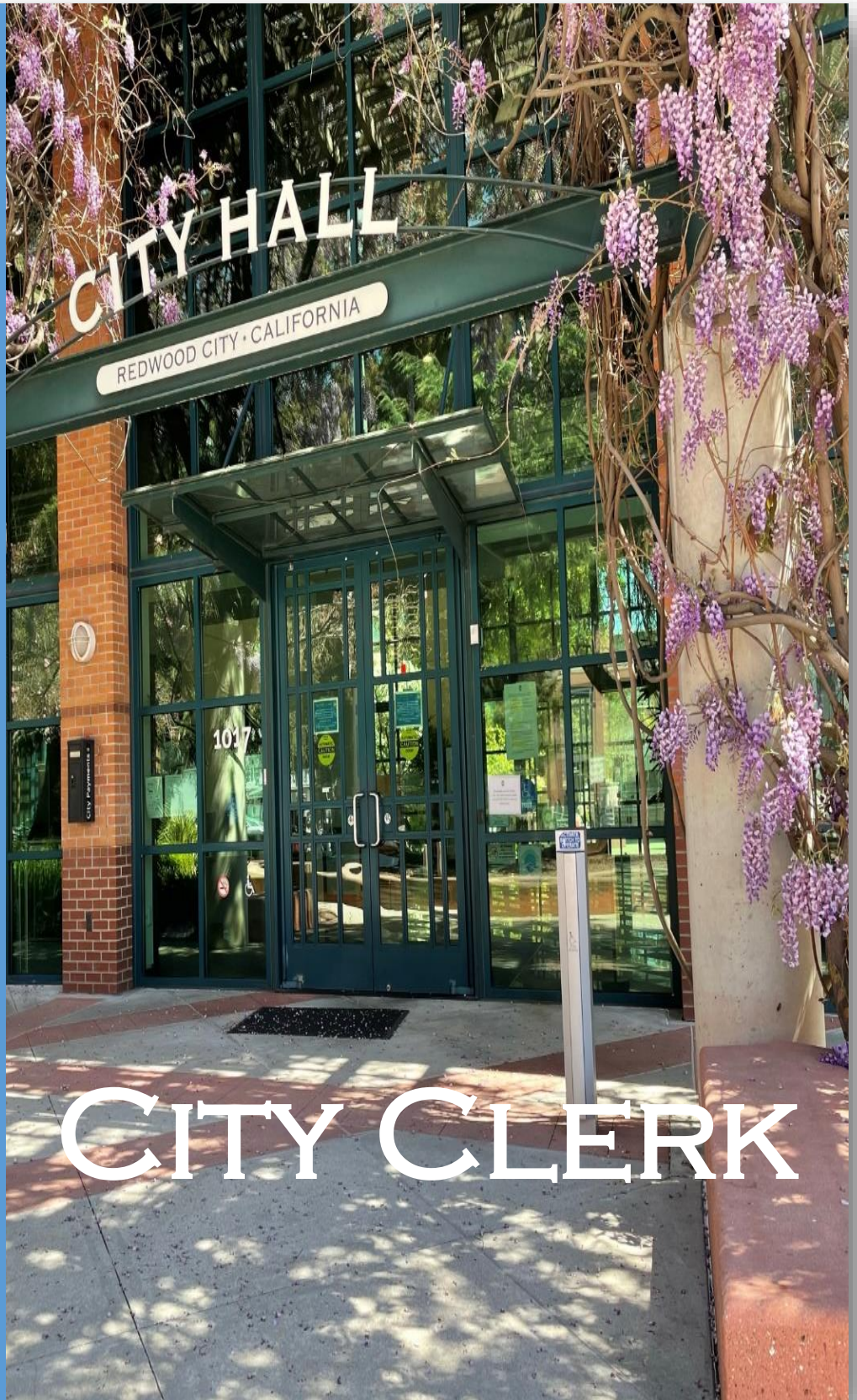




THE CITY OF
REDWOOD
CITY
INVITES YOU TO
APPLY
for

CITY CLERK





The Community

Located in the heart of Silicon Valley, Redwood City (pop. 86,754) is the third largest City in San Mateo County. Incorporated in 1867, it serves as the county seat and home to the San Mateo County History Museum located in the county's old courthouse. With an average of 255 sunny days each year, Redwood City enjoys a mild Mediterranean climate (as the City slogan proclaims, "Climate Best by Government Test") and a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deepwater port south of San Francisco.

Redwood City has a strong employment base with world-class firms and organizations such as Box, Electronic Arts, and Google. Genomic Health, Impossible Foods, Kaiser Permanente, Stanford Health, McKinsey and Company, the Chan Zuckerberg Initiative, and more than 500 various industry start-ups also have a strong presence in the City. World-renowned Stanford University has located administrative functions to a new campus just 1.5 miles from downtown, marking the university's first significant expansion outside its main campus. Redwood City is a key station on the regional CalTrain system, and substantial service expansion in the next decade will enhance efficient rail travel from San Jose to San Francisco.



Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique retail, entertainment, and restaurant experience. Beautiful Courthouse Square is the centerpiece of downtown and has become a gathering place for people throughout the community and the peninsula. More than 30 unique parks, ten sports fields, seasonal pool, a senior center, and five community centers are popular with the community, while the arts and culture scene features historic theater galleries and live music venues.

Redwood City is a Welcoming City, and the community has long been known for its diversity, strong neighborhoods and community organizations, social involvement, and civic pride. Approximately 55% of the population identifies as Hispanic, Asian, of two or more races, or Black, American Indian, Hawaiian, or Pacific Islander.

The City works diligently to maintain positive and productive relationships with community partners, providing outstanding services, programs, and opportunities for residents. This mix of tradition, innovation, community, and diversity, makes Redwood City an extraordinary place to work and call home.

The Organization/City Government

Redwood City is a charter City with a council-manager form of government. The seven-member City Council is elected to four-year staggered terms and the Mayor serves a two-year term based on a rotation policy. The City has district-based elections with seven City Council districts.

The City Council appoints the City Manager, who is responsible for implementing the strategic direction and managing day-to-day operations of the City Government, as well as the City Attorney, and the members of the City's boards, committees, and commissions. Redwood City is consistently recognized as being well-managed and innovative, strategically driven, and strongly connected to the community it serves.

The Organization/City Government *(continued)*

In addition to the offices of the City Manager and City Attorney, the City is organized across the departments of Administrative Services, which includes Finance, Revenue Services, and Information Technology; Fire, Human Resources; City Clerk; Community Development and Transportation; Library; Parks, Recreation & Community Services; Police; and Public Works. Together, these departments are supported by 590.19 FTE. The City's Fiscal Year 2023-24 General Fund budget is \$171 million.

In 2020, the City Council established equity as the City's foundational guiding principle and determined to "put equity first, urging a collective restart so that policies serve the entire community." An Equity Plan adopted in 2021 enables the City to consider equity in City services and to prioritize community voice. Each department has identified equity initiatives, and employee affinity groups and training across departments support organization-wide learning.

Also in 2020, the City Council adopted a Strategic Plan, which established new vision and mission statements and Nine Guiding Principles. To address the most pressing community and regional challenges, the City Council Selected three Strategic Priorities: Housing, Transportation, and Children and Youth (in priority order). Goals for each of the Strategic Priorities focus staff activities. The Guiding Principles are: Aesthetics, Communication and Community Building, Economic Vitality, Excellence in Government Operations, Healthy Community for All Ages, Housing, Public Safety, Sustainability and Transportation.

The Office of the City Clerk

The City Clerk's Office is a service department within the City upon which the City Council, all City departments, and the public rely for information regarding the operations and legislative history of

the City. The mission of the City Clerk's Office is to be a steward and protector of democratic processes, including administration of municipal elections, access to official records, participation in City Council meetings, and compliance with federal, state and local statutes. The Office is also responsible for legislative services/records management, elections, and City Council support.

The Office of the City Clerk is supported by an annual budget of \$1.51 million and it is staffed by the City Clerk, Assistant City Clerk, Management Analyst, and Administrative Secretary. This office collaborates closely with the City Manager's Office and City Attorney's Office, and the City Manager is seeking a dynamic City Clerk who will champion innovative approaches to enhance collaboration, driving efficiency and excellence in municipal operations. The City Clerk's Office is currently part of an organizational assessment underway, as the City continues to reimagine how to best provide services to meet the needs of a diverse community, while being fiscally responsible. This project will be conducted over the next several months, requiring the newly appointed City Clerk to closely coordinate and collaborate with an internal staff team, as well as external consultants.

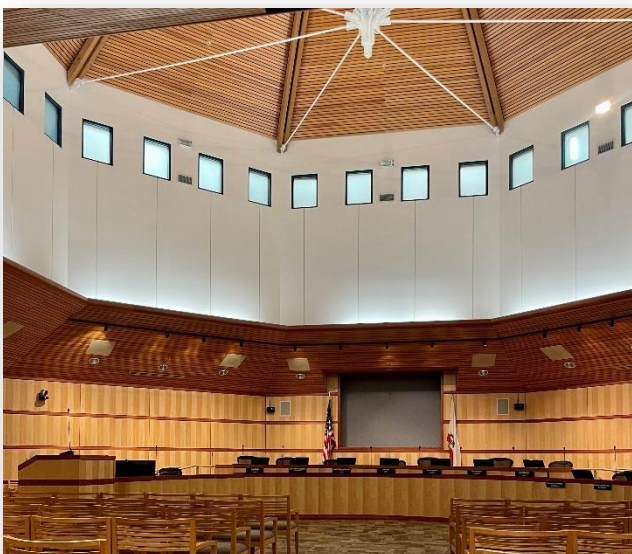
The Position

This career opportunity is available with the recent retirement of Pamela Aguilar who served as City Clerk since 2017. The City Clerk is responsible for facilitating the business proceedings of the City Council, fulfilling legal requirements set forth in the City Charter, City Codes and State Law. The City Clerk acts as the City's Local Elections Official, Custodian of Records, Legislative Recorder, liaison to Council-appointed Boards, Commissions, and Committees, and local campaign finance filing officer.

The City Clerk will be expected to lead the Office through independent judgment and initiative in establishing effective and efficient operations consistent with applicable laws, City policies, and administrative guidelines to represent a transparent and open government. The successful candidate must be a polished professional with the highest level of integrity, outstanding judgment, and established leadership skills. The City Clerk will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of others in the Office.

The City Council meets regularly on two Mondays of each month, and the City Clerk's Office is responsible for preparation and distribution of the Council agenda and packet, as well as recording of accurate motions and action minutes.

The City Clerk's Office is also responsible for administration of the City's records management program ensuring compliance with appropriate guidelines for records retention and disposition; coordination with other City departments and outside agencies and organizations on a variety of sensitive issues; developing and administering the City Clerk's Office budget; maintaining and revising the City's Municipal Code; and managing the preparation





and distribution of notices in accordance with municipal, state, and federal requirements.

In addition, the City Clerk conducts, coordinates, and facilitates municipal elections in cooperation with San Mateo County. This position is responsible for appropriate filings with the Fair Political Practices Commission and coordination of all Public Records Act requirements. The City Clerk's Office also advertises and coordinates interviews for the City's various Boards and Commissions and provides administrative support to the Mayor and City Council. The Office also ensures that technical equipment in the Council Chambers is fully functioning for Council meetings, as well as the operational integrity of the live-stream and television broadcast of meetings.

Appointed by the City Manager, the successful City Clerk will also be visible, accessible, and serve as an ambassador of the City to the community. In this regard, the City Clerk is expected to remain impartial, unbiased, even handed, and apolitical. Strong communication, interpersonal skills and a calm demeanor under pressure are critical to the role of the City Clerk.

This is an excellent career opportunity for an individual with experience working with an elected or appointed body within a local government agency; is adaptable, embraces customer service and community engagement.

The Ideal Candidate

Will possess a minimum of five years of increasingly responsible and complex administrative experience within a City Clerk's office or similar, including at least three years of supervisory experience. Experience working with public records, hybrid meetings, elections and City Councils/Boards or Commissions is highly desired. Education equivalent to a Bachelor's degree from an accredited college or university is required. Certification as a Municipal Clerk (CMC) or Master Municipal Clerk (MMC), is highly desired.

The Compensation & Benefits

The City of Redwood City offers an attractive and competitive salary, and appointment will be depending on the qualifications and experience of the selected candidate. In addition to salary, Redwood City offers a competitive benefits package that includes:

Salary range: \$140,856 - \$190,174 Annually.

Placement within the range will be DOQE. Salary is supplemented by a competitive benefits package that includes, but is not limited to:

CalPERS Retirement:

Tier 1 - Employees hired before October 24, 2011

2.7% @ 55 formula; employee contribution 15% (includes 7% portion of the employer share).

Tier 2 – Employees hired after October 24, 2011

2% @ 60 formula; employee contribution 14% (includes 7% portion of the employer share).

Tier 3 – Employees hired on or after January 1, 2013, and meet the definition of "new member"

2% @ 62 formula; employee contribution is the rate prescribed by CalPERS in accordance with Government Code 7522.30, plus an additional 2% toward the City's pension contribution.

401(a) Retirement Plan – The City will contribute an amount equal to 2% of base monthly salary to an offered deferred compensation plan.

Medical Plan – Choose from a range of HMO, PPO, and EPO options. The City pays up to 90% of the CalPERS Bay Area Kaiser Family Premium per employee.

Dental/Vision – City pays 90% of insurance premiums for eligible employees and their dependents.

Auto Allowance – not to exceed \$400 per month.

Cellular Phone Stipend – \$34.62 per pay period for employees required to use a cell phone for City business. Employees who are issued a City-owned cellular phone for City business are ineligible for the cellular phone stipend.

Flexible Work Schedule – hybrid work available.

Vacation/Sick Leave – annual vacation of 80 to 200 hours per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day for each full calendar month of service. Accruals will be set by the City Manager based on years of service with City and total public sector years or years in the industry.

The Compensation & Benefits *(Continued)*

Holidays – 13 recognized holidays + 2 administrative holidays.

In-Lieu Hours – 160 hours per calendar year may be taken as time off or paid in cash for any portion of this leave remaining as of the end of the calendar year.

Educational – annually up to \$1,500 for approved tuition for courses taken as part of an accredited college or university degree program or for professional development workshops or seminars.

Professional Development Reimbursement – reimbursement for authorized personal development and improvements will be granted up to a maximum of \$750 per fiscal year. Personal well-being activities such as fitness and gym membership fees can be applied to the \$750 per fiscal year.

Retiree Health – Generous city-paid health insurance offered to eligible retirees. Specifics of this benefit are determined based on tier / service requirement.

Life Insurance – The City offers basic life insurance coverage of \$3,000 to all members of the Executive Management Group. The City shall offer eligible employee's additional life insurance equal to one and one-half times the employees' annual salary at a 60/40 premium contribution split between the City and the employee, respectively.

For a complete description of benefits, click: [CITY CLERK Benefits](#) or visit:
www.redwoodcity.org/home/showpublisheddocument/26874/638248280453070000

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please submit your application, resume and cover letter via CalOpps.org here:
<https://www.calopps.org/redwood-city/job-20421117>

Schedule

Final Filing Deadline: **October 6, 2023**

Preliminary Interviews: **October 18, 2023**

Finalist Departmental Interviews: **October 20, 2023**

Anticipated Appointment: **November 2023**

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Please do not hesitate to contact Letty Juárez at Ljuarez@redwoodcity.org or (650) 780-7267 if you have any questions regarding this position or recruitment process.

Following the closing date, resumes will be reviewed in relation to the criteria articulated in this brochure. Candidates deemed to be the best qualified will be invited to a panel interview. The most highly qualified will proceed to the departmental interviews. The City Manager anticipates making an appointment shortly thereafter, following the completion of thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate



The City of Redwood City is proud to be an Equal Opportunity Employer!

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*