



THE CITY OF
HALF MOON BAY
CALIFORNIA

CITY CLERK



The City of Half Moon Bay is inviting Applications for:

City Clerk

Salary: \$140,496 - \$170,772

ABOUT THE CITY OF HALF MOON BAY

The City of Half Moon Bay is located 28 miles south of San Francisco on the Pacific Coast, nestled between forested hills and a striking coastline. About 11,000 residents call this rural community home, offering a close-knit atmosphere where community, schools, and quality of life remain central.

The area is a hub for agriculture, fishing, tourism, and recreation, with sandy beaches, rugged cliffs, and a five-mile Coastal Trail for walking, biking, horseback riding, and whale watching. Mild weather supports year-round outdoor activity, complemented by scenic golf courses and ocean views.

Half Moon Bay blends long-standing traditions with a diverse population of farmers, entrepreneurs, and artists. Its historic downtown, local cuisine, arts, and events—such as the annual Art and Pumpkin Festival and weekly Farmers' Market—highlight its character and appeal.

To learn more about this charming, vibrant community, visit <https://www.halfmoonbay.gov>

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 Manager and as required by law. This is a Non-Represented Confidential Position. The incumbent reports directly to the City Manager.*



IDEAL CANDIDATE

The City of Half Moon Bay is seeking a dedicated and reliable professional with the highest level of integrity, tact, and sound judgment to serve as City Clerk. This position requires a commitment to public service and strong knowledge of applicable laws and regulations, including the Brown Act, Public Records Act, Political Reform Act, California Election Code, and related requirements.

The successful candidate will value the Coastside community and demonstrate high emotional intelligence as an ambassador for the City and liaison to the public. They will be committed to the highest degree of customer service and possess strong organizational and administrative skills, along with meticulous attention to detail.

A strong work ethic, empathy, and integrity are essential, along with the ability to remain fair and impartial in all interactions. The role also calls for someone who is collaborative, inclusive, and tech-savvy, with a focus on promoting transparency and building strong working relationships with City staff and elected and/or appointed officials.

This individual must be highly organized, confident, and adaptable, with the ability to reprioritize work in response to sensitive and changing demands. The position requires independent work across a variety of projects with minimal direction.

A calm demeanor and solution-oriented mindset are critical, particularly when interacting with and educating the public. The role is best suited for someone who is thoughtful, discerning, and continuously focused on improvement.

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 meeting room is in proper order for all Council meetings.
- Attends City Council and designated commission meetings, acts as recording secretary and prepares minutes promptly following the meetings.
- 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 of office to elected and/or appointed officials.
- Takes and certifies affidavits and dispositions pertaining to city affairs.
- 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, plans, and conducts regular and special consolidated municipal elections in coordination with the County of San Mateo Elections division. Oversees campaign and Fair Political Practices Commission related filings according to established procedures and State law for elected officials and designated employees.
- Coordinates and/or performs all clerical functions for the City Council.

- 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, according to the Council-adopted Retention Schedules.
- 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, bid notices, postings, and other mailings.
- Coordinates the appointments to city boards, commissions, and committees.
- Prepares, administers, and monitors assigned budget.
- Updates City Council-related web pages on City website, as needed.
- Trains, evaluates, supervises and disciplines staff assigned to the City Clerk function.**



QUALIFICATIONS

The City Clerk position requires a combination of education and experience, typically including a bachelor's degree in public or business administration (or a related field) and at least three years of progressively responsible local government or City Clerk experience. Possess, or obtain within six months of hire, an appropriate valid California Driver's License. Certified Municipal Clerk (CMC) certification by the International Institute of Municipal Clerks is required. Notary certification is desired.

**The City is currently conducting an Organizational Study. The City Clerk's office reports directly to the City Manager; however, this reporting structure may change based on the results of the study.*

***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.*



COMPENSATION AND BENEFITS

The City of Half Moon Bay offers a competitive salary and benefits program. The annual salary range for this position is **\$140,496 to \$170,772**.

The City's benefits program includes:

- **Retirement**
 - CalPERS Program
- CLASSIC members will participate in the Public Employee Retirement System (PERS) 2% @ 55, single highest year. Employees pay 7% of member rate on a pre-tax basis.
- NEW (PEPRA) members hired on or after January 1, 2013, will participate in the Public Employee Retirement System (PERS) 2% at 62, highest 3 years average. Employees pay 8.25% of member rate on a pre-tax basis.
- **Deferred Compensation Programs** – voluntary participation in Mission Square or CalPERS 457 programs.
 - The City will match fifty cents (\$0.50) for every dollar that the employee contributes, up to an employee contribution of 6% of the employee's salary.
- **City Paid Health Benefits Allowance** – The City participates in the CalPERS Health Plans and contributes a monthly allowance of \$1,900. The City also pays for employee dental and vision insurance plans, up to family coverage.
- **Retiree Medical** – The City contributes the minimum contribution required by the Public Employees Medical and Hospital Care Act (PEMHCA) towards the purchase of medical insurance.
- **Flexible Spending Accounts** – The City offers flexible spending accounts (FSA) program.
- **Life Insurance and Long-term Disability** – Life insurance equivalent to annual salary and long-term disability insurance are provided.
- **Vacation Leave** – 96 hours per year, consideration may be given for prior years of service.
- **Holidays** – 14 paid holidays, one of which may be taken as a floating holiday.
- **Administrative Leave** – 96 hours per year, City Manager may grant additional 12 hours in recognition of unanticipated efforts.
- **Sick Leave** – 96 hours per year, incentive program to earn additional vacation leave up to 4 days per year available.
- **Employee Assistance Program** – program provided.
- **Education Incentive** – up to \$3,000 in reimbursement of eligible costs for job-related educational classes.
- **Technology** - City will provide a technology stipend of \$100 per month.

APPLICATION PROCESS

The closing date for this recruitment is midnight on **May 8, 2026**.

To apply for this opportunity, please visit **CalOpps.org**

