



CITY OF SIMI VALLEY

*Announcing an Outstanding
Career Opportunity*

City Clerk



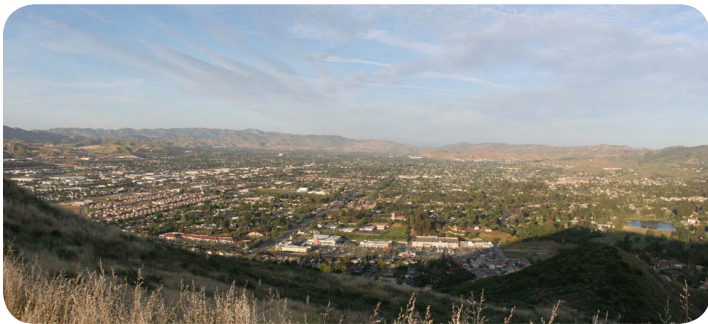
The City of Simi Valley is an Equal Opportunity Employer

The City

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 126,878, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.



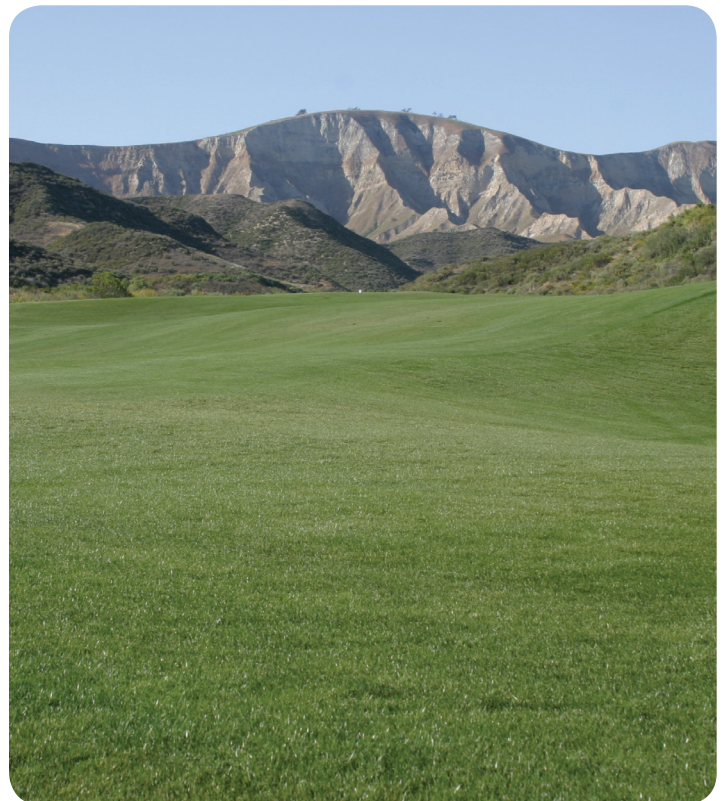
The Position

Under general direction, administers, manages, supervises and coordinates the programs and activities of the City Clerk's Office including maintaining responsibility for the City's Seal, City Council agendas, meetings and minutes, ensuring adherence to the Brown Act, municipal elections and municipal codes; provides information regarding local and state laws; and keeps an accurate record of all proceedings of the City Council and other City boards and commissions. Attends City Council meetings and administers the City's Records Management program. Provides professional and technical assistance to the City Manager, City Council, and City Departments relating to the above. Fosters cooperative working relationships among City departments.

Ideal Candidate

The ideal candidate will possess:

- At minimum, an Associate's Degree from an accredited college or university in business administration, public administration, or a closely related field. Educational requirement may be substituted by substantial experience in a City Clerk's office and completion of certified technical training courses in the City Clerk field.
- Five (5) plus years of experience in public records management.
- Comprehensive knowledge of State and local regulations related operations and activities of a City Clerk's office.
- Comprehensive knowledge of the Brown Act, Public Records Act, Political Reform Act, and the California Elections Code.
- Ability to effectively direct City staff to ensure proper application of laws relating to City Council responsibilities and duties and the operations of a City Council meeting.
- Minimum achievement of 50% work towards a Certified Municipal Clerk (CMC) program. Successful applicant will be expected to reach CMC status within four years of hire date.



Qualifications and Experience

Minimum Qualifications: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in public administration, business administration, or a related field. Specialized workshops/training specific to the municipal clerk field are highly desirable.

Experience: Four years of administrative experience and a minimum of three years of increasingly responsible experience in a City Clerk's office, including two years of supervisory or lead experience and records management responsibility.

Additional Requirements: Possession of a California Class C driver's license is required. Possession of, or the ability to obtain, a Notary Public Commission is also required within one year of hire. Possession of, or the ability to obtain, a Certified Municipal Clerk (CMC) certification within one year of employment or earnestly working to obtain in a reasonable period of time.



Compensation and Benefits

Salary: \$106,896 - \$130,441 annually, plus an excellent benefits package.

- Retirement: benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula (4th Level Survivor Benefit, and single-highest year final compensation) and "New" members are covered by the 2% at age 62 retirement formula (4th Level Survivor Benefit, and three-year average highest final compensation). All employees are required to contribute 7% of salary toward retirement costs. The City does not participate in Social Security.
- The City contributes \$200/month to a health care reimbursement program for retiree medical.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years, 267.54 after five years; & 279.5 after ten years.
- Holidays: Eleven (11) paid (8-hour) holidays per year and one (1) paid (8-hour) floating holiday per year.
- Benefits Plan: A variety of PPO and HMO plans are available through the CalPERS Health Program. The City contributes \$136 per month for medical, \$19.80 per month for vision, and up to \$100 per month for dental. The City provides up to \$2,040 per month in "Simiflex Dollars," depending upon the medical plan selected; employees who decline medical coverage receive \$335 per month. "Simiflex Dollars" can be used to offset the cost of medical, dental, and/or vision insurance, or other optional benefits. Medical and dependent care flexible spending accounts are also offered.
- Disability Income Insurance: The City provides long-term and short-term disability plans.
- Life Insurance: The City provides \$101,000 of life insurance coverage for employees and \$5,000 coverage for each dependent.
- Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$1,600 per year for job related or professional development courses after 120 days of employment.
- Deferred Compensation: Employees may defer a portion of their salary a 401(k) plan. The City will match an employee's contribution up to \$185.83 per month. Employees may also participate in a 457 plan.

For complete details on the benefits provided for this position, please visit: <https://www.simivalley.org/home/showdocument?id=17449>

Application and Recruitment Process

The first 75 applications will be accepted until 5 p.m. on July 8, 2019.

How to Apply: Apply online at www.Calopps.org. Questions? Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743. Resumes are not accepted in lieu of the City's application.

Selection Process: Candidates who possess the best combination of qualifications will be invited for panel interviews. Interviews are tentatively scheduled for July 31, 2019.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.



City of Simi Valley, Human Resources
2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6743

www.simivalley.org

**An Equal Opportunity Employer Encouraging
Workforce Diversity**

The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
City Clerk

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Please answer the following questions using a separate sheet of paper.

Answers to these questions may be evaluated and scored to determine the best qualified candidates to continue in the selection process. Be specific and thorough in answering the questions and do NOT indicate "See Resume" or "See Application". Applications submitted without responses or with limited responses may not be considered for this position. Please note all information provided on your application, including these questions, are subject to verification.

1. I have read and understand the instructions.
 - o Yes
 - o No
2. Please describe your City Clerk's Office related experience. Include when (dates) and where (employer) you obtained this experience.
3. Please describe your supervisory experience. Include when (dates) and where (employer) you obtained this experience.
4. Describe your records management experience. Include when (dates) and where (employer) you obtained this experience.
5. Describe your experience preparing agendas and meeting minutes. Include when (dates) and where (employer) you obtained this experience.
6. Describe your experience preparing or reviewing staff reports. Include when (dates) and where (employer) you obtained this experience.

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (please print)

Name (signature)

Date