

CITY OF CARMEL-BY-THE-SEA

CITY CLERK (AT-WILL, MANAGEMENT)

\$98,332 - \$119,388 + benefit package

World-renowned Carmel-by-the-Sea is tucked along the central coast in Monterey County, California and is rich in natural beauty. The City prides itself on itself on the preservation of character - white sand beach, verdant forest, natural parklands and roadside greenbelts. First incorporated as a City in 1916, this unique and quintessential coastal community was founded by artists and writers – among them: Jack London, George Sterling, Mary Austin and Robinson Jeffers. The City is one square mile in area, and has an involved and dynamic populace of 3,800.

The ideal candidate for the position of City Clerk is a dynamic, proactive leader who can independently exercise sound judgment, who is committed to public engagement and who thrives in a fast-paced environment. In collaboration with other executive positions, the City Clerk will carry out the policies set forth by the Council and work closely with the City Administrator. The City Clerk is responsible to ensure that all City Council actions are in full compliance with all federal, state, and local statutes and regulations and that all actions are properly executed, recorded, and archived. This position coordinates PRA requests for executive management and also serves as the Public Information Officer.

The City Clerk also works closely with the City staff, community members and organizations in exemplifying diplomacy, a keen attention to detail, and solid knowledge of existing and new City and state codes and best practices. The City Clerk for the City always operates in a collaborative, responsive, and collegial manner. The City Clerk must have the ability to develop and maintain cooperative and productive relationships as well as provide sincere and courteous customer service. Maintaining a calm, fair, and impartial demeanor in a highly-charged political environment is also key as is maintaining high levels of confidentiality and ethical behavior. The City Clerk also needs to be highly adaptable, innovative, and politically astute in dealing with the dynamic expectations of city government and technology.

The ideal candidate will have experience with systems implementation and have knowledge of content and records management systems, automated agenda management, and website best practices. The individual selected will exhibit exceptional verbal and written communication skills. Superior interpersonal skill will be demonstrated through consistent relationship building and working collaboratively with internal and external customers.

The ideal candidate will also possess:

- A Bachelor's Degree in public administration, business administration, or a related field is desirable or a combination of acceptable education and professional related experience.
- At least six years of increasingly responsible public sector administrative experience, including experience with elected and appointed officials, citizen committees, and governing bodies.

- The ability to interact effectively with elected officials, community members, local leaders and City staff.
- Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) or as a Master Municipal Clerk (MMC) is highly desirable.
- Certification as a Notary Public is desirable with ability to obtain within six months of employment.

This position is Open Until Filled; however, the first review of applications is scheduled for Monday, February 25, 2019 @ 5:00 PM. To be considered for this opportunity, please submit an application, cover letter, resume and a list of five (5) professional references including current supervisor who will not be contacted until mutually agreed upon with the candidate and Human Resources.

Applications will be screened in relation to the criteria indicated in this announcement. Incomplete, late, emailed, and faxed applications are not accepted. Resumes are not considered in lieu of the required employment application available at [CalOpps](#). Certificates, resumes, and cover letters must be uploaded with your application through the [CalOpps website](#).

Tentative Recruitment Timeline:

- ❖ *First Review: February 25, 2019*
- ❖ *Panel Interview: Week of March 11th*
- ❖ *Selection Interview: Week of March 18th*
- ❖ *Anticipated Start Date: End of April 2019*

Please note: Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts) and undergo a background check.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE [CITY OF CARMEL-BY-THE-SEA](#) IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

