



The City of Monte Sereno

The geographical location known as the City of Monte Sereno was established in the early 1900's as a rural agricultural community. Originally part of the El Rancho Rinconada de Los Gatos Mexican land grant, the area was dotted with ranch houses, orchards, dairies, and livestock. The slopes of the southern portion of El Sereno Mountain hosted summer homes, recreational properties, and a few large estates.

The beauty and tranquility of the area attracted artists and writers looking for a peaceful and inspirational place to pursue their craft. City of Monte Sereno points of interest are the home in which American author, John Steinbeck, wrote the "Grapes of Wrath" and "Of Mice and Men" and the original site of the Billy Jones Wildcat Railroad.

Unlike other cities in Santa Clara County, Monte Sereno did not form a historic shopping village. Consequently, no commercial district or business core were ever developed in the City of Monte Sereno.

Monte Sereno incorporated in 1957 under the leadership of retired United States Navy Admiral, Thomas B. Inglis Senior, in response to the ever-increasing pressure of annexation from neighboring jurisdictions. Residents ultimately decided incorporation, rather than annexation, was the best way to preserve their quality of life. Today, Monte Sereno exists as a peaceful residential community, approximately 1.6 square miles in size with a population of 3,501 residents.

City Government

Monte Sereno is a General Law City, comprised of a Council Manager form of government. Voters elect five Councilmembers to serve four-year terms on City Council. The City Council of Monte Sereno appoints a professional City Manager to serve as the Chief Administrative Officer. Under direction of City Council, the City Manager is responsible for day-to-day operations of the City and administration of City services. The Monte Sereno City Council meets on the first and third Tuesday of each month at 7:00 pm in the Monte Sereno City Council Chambers located at 18041 Saratoga-Los Gatos Road, Monte Sereno, California.

Monte Sereno provides services to residents directly or by working with partner agencies. It is through these partnerships Monte Sereno can provide high quality services which are economically efficient.

The City of Monte Sereno directly provides administrative services, building permits/inspections, planning/design review, engineering/public works, City Clerk/election services, and financial administration. Partnering agencies provide Monte Sereno residents services including collection and recycling, library, fire, police, sanitation, water, power, and animal control.



The Position and Ideal Candidate

The City Clerk is appointed by Council and reports directly to the City Manager. The individual will direct the full array of municipal clerk services provided by the City. City departments are typically staffed by only one individual, with that person being solely responsible for all the activities and functions of that department. The City Clerk will utilize their strong technology skills to modernize and streamline processes and be responsible for managing and performing the following duties and activities:

- Process and respond to public records requests
- Administration of the City's Record Management Program. Serve as the official record keeper of the City by managing and maintaining all permanent records and information, including resolutions, ordinances, minutes, franchise agreements, joint powers agreements, consultant and professional services agreements and historic records
- Receive complaints, claims against the City, subpoenas, summons, and appeals
- Coordinate publishing/posting of Public Hearing notices relating to City Council items
- Coordinate Monte Sereno Municipal Code updates online and in print
- Produce Candidate Election Guide and Nomination packet and assist candidates through the election process

- Serve as the City Election Official for all municipal elections, including performing all duties regarding any municipal election in accordance with California State law
- Manage official FPPC filings
- Serve as Secretary to the City Council, including preparing agendas and meeting packets, attending meetings and operating recording/audio streaming and voting equipment during meetings, recording and preparing minutes, publishing/posting of adopted ordinances, processing of adopted resolutions and contracts, coordinating and maintaining portion of web page having to do with City Council meetings, approved minutes, and resolutions, editing and uploading of audio and video post meeting
- Track State mandated training of Council Members
- Register and Coordinate arrangements for Council training and conferences
- Oversee biennial review and updating of City's Conflict of Interest Code and other annual postings such as Maddy Act postings
- Conduct recruitment for City Council vacancies, Site and Architectural Commission, Better Streets Commission, Youth Commission, Monte Sereno Rep to the VTA Bicycle and Pedestrian Advisory Board and Monte Sereno Rep on the Saratoga Library Commission
- Coordinate annual City-wide (resident) picnic
- Serve as Youth Commission Staff Liaison. including producing agenda, attending meetings, and assisting with coordination of various Youth Commission events including Annual Ice Cream Social
- Authorized signatory on City warrants and bank accounts for transfers etc.
- Coordinate Weed Abatement Program (City) Process
- Coordinate Brush Abatement Program (City) Process
- Process Police Service Tax for entry on County property tax rolls.
- As required provide backup coverage for the front counter including intake of planning and building permit applications and plans.

The ideal candidate will be a strong collaborative partner to other staff of the City and be able to forge a strong relationship with the City Manager. The ability to be a team player and to maintain open channels of communication with other members of the City's team will be very important in this position. Additionally, the ideal candidate will have the ability to foster collaborative and productive relationships with the City Council. The individual will serve as the staff liaison to the Youth Commission, being solely responsible for setting the agendas, compiling, and publishing meeting materials, and serving as the staff representative at the meetings. Strong written and verbal communication skills are a must. Working in a small city atmosphere with "high touch" customer service skills is paramount. Familiarity with Granicus and iCompass a plus.

Compensation and Benefits

The City of Monte Sereno provides an excellent and competitive compensation and benefits package. The salary range for this position is \$9,334.50-\$11,789.00 monthly.

The standard attractive benefits package includes the following:

- ◆ Twelve and one-half paid holidays annually
- ◆ Vacation – 10 days each year; increasing to 15 days after 5 years; 20 days after 10 years
- ◆ Sick Leave accrues at one day per month
- ◆ The City participates in the Social Security retirement system
- ◆ PERS – 2%@55 for classic members or 2%@62 for PEPRAs, or new members
- ◆ Long-Term Disability Insurance
- ◆ Deferred Compensation Program

Education and Licensure

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. Graduation from an accredited college with coursework in business administration, public administration, records management, or a related field is a plus. Possession of a Certified Municipal Clerk's designation is highly desirable. Possession of a valid California Driver's license and operator's insurance is a must.

The City of Monte Sereno is an Equal Opportunity Employer

The Process

To be considered for this exceptional career opportunity, please send your resume and cover letter. The filing date for this recruitment concludes October 1, 2020.

Steve Leonardis, City Manager
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030
steve@cityofmontesereno.org

If you have any questions or wish to further explore this opportunity, please contact Steve Leonardis at 408.498.5285 or steve@cityofmontesereno.org. For more information on the City of Monte Sereno, visit its website at www.montesereno.org.