



City of Emeryville
CALIFORNIA

Invites your interest in the position of

Deputy City Clerk

\$66,756 to \$86,808 annually
Plus an excellent benefits package



Emeryville Civic Center – Old Town Hall and Administrative Offices

**OPEN UNTIL FILLED – FIRST SCREENING DEADLINE
THURSDAY, MARCH 29, 2018**



City Council Chambers, Old Town Hall

THE OPPORTUNITY

The Deputy City Clerk is a key member of the City's Clerk's Office, and performs a variety of highly responsible and complex clerical, technical, and routine administrative duties. The incumbent reports to the City Clerk and assumes the administrative and statutory responsibilities of the City Clerk in the Clerk's absence

The incumbent will coordinate the preparation and distribution of the agendas for the City Council, Successor Agency, Oversight Board and Joint Powers Agreement (JPA); finalize official resolutions, ordinances and minutes; coordinate the City Clerk's section of the City's web site; act as the daily liaison to the City's government access cable channel operator; oversee the Community Advisory Committee recruitment and appointment process; fulfill requests under the Public Records Act; assist in administering the City's records management system; and assist with municipal elections.

The Deputy City Clerk is an at-will management position that serves at the pleasure of the City Manager.

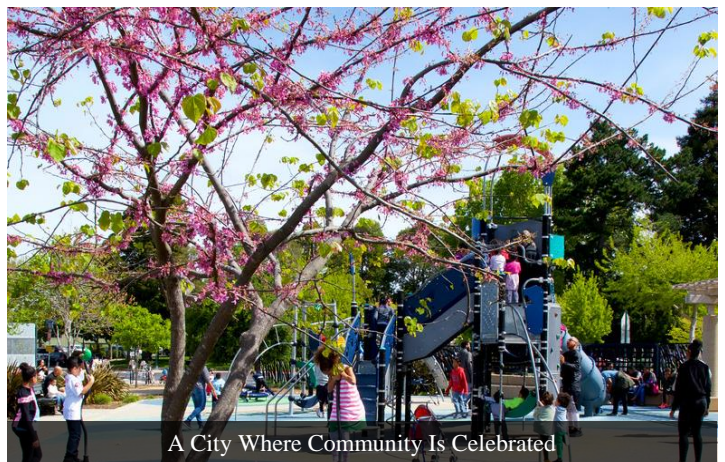
THE COMMUNITY

The City of Emeryville has evolved from an industrial hub to a contemporary city of arts and innovation. Once a town of industry, Emeryville today continues to evolve and grow into a modern, 21st Century urban community with retail, office, hospitality, and biotechnology sectors. Modern, urban-style housing is now Emeryville's new growth sector, with over 4,000 new housing units completed, planned, or under construction since 2000. Emeryville has a residential population of about 12,000, and a working daytime population of about 32,000. It is also home to over 1,000 businesses, including Clif Bar, Peet's Coffee, Novartis, Grifols, Zymergen, Tanium, and the computer animation pioneer Pixar.

The City offers excellent access and the advantages of an urban area—a thriving arts community, the Bay Street retail and residential project, movie theatre, restaurants and shopping. Emeryville has a school district which enjoys exceptional support and collaboration with Emeryville businesses and government. Emeryville is considered one of the fastest growing communities in the East Bay.



Emeryville Sets the Pace for Bicycling Enthusiasts



A City Where Community Is Celebrated



Pixar Animation Studios, Emeryville



Pedestrian and Pet-Friendly Emeryville

CITY GOVERNMENT

Emeryville is a charter city, situated in Alameda County, adjoining the cities of Berkeley and Oakland. The City was incorporated in 1896. Emeryville has a City Council/City Manager form of government with five Council Members elected at-large for four year terms. Elections are held in even-numbered years, and the Mayor and Vice Mayor are selected by the Council Members on an annual basis. The City Council also serves as the Successor Agency to the Redevelopment Agency.

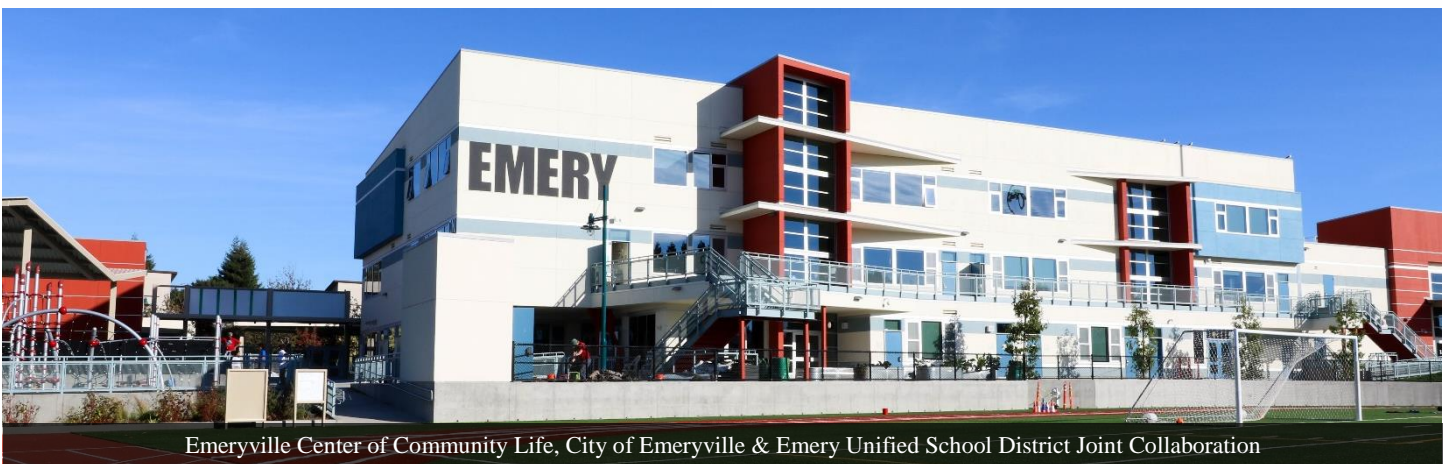
Emeryville is a robust, full-service city with 152 FTE and an operating budget of approximately \$30 million. The City operates on a two-year budget cycle with alternate years focused on the Capital Improvement Program. City government enjoys the benefits of having a strong, tenured and effective staff and management team. City Departments include Police, Community Services, Community Development, Public Works, City Attorney, Finance, Human Resources, City Clerk, and the Office of the City Manager. The City contracts with the Alameda County Fire District for its fire services.

THE IDEAL CANDIDATE

The ideal candidate for this position will understand city operations and will possess the skill to identify and streamline office procedures; be able to interpret policy; have clear communication skills; be able to compose official correspondence, reports, ordinances and resolutions; have the ability to handle multiple tasks and use independent judgement.

The successful candidate will have experience with filing systems, databases, and automated records management software; and be proficient in both basic office software such as Microsoft Word and Excel and Outlook, and high-level software solutions such as Laserfiche, and Granicus products including Media Manager, Live Manager, Legistar and iLegislate.

Experience in a Clerk's Office is highly desirable. Candidates must possess two years of college in business administration coursework or a related field; and four years of increasingly responsible experience involving public contact. A Certified Municipal Clerk designation, or significant progress toward certification, is preferred.



Emeryville Center of Community Life, City of Emeryville & Emery Unified School District Joint Collaboration

COMPENSATION AND BENEFITS

The City of Emeryville/Management of Emeryville Services Authority (MESA) provides an excellent compensation and benefits package, including:

SALARY RANGE: \$5563—\$7234 monthly (\$66,756—\$86,808 annually). The City does not participate in Social Security.

CITY/MESA BENEFITS: Classic PERS Members 2% @ 60 (based on highest three consecutive years); New Members 2% @ 62 PERS Plan (based on highest three consecutive years) - under both plans, the employee picks up the full employee contribution; 13 paid holidays; up to 10 days paid Administrative Leave per year (cash value); 15 days sick leave per year; 10 days paid vacation per year; family health insurance coverage (with medical premiums paid by City, capped and annually adjusted); city paid family dental and vision care premiums; life insurance, long-term disability and employee assistance program coverage paid by City; voluntary participation in the ICMA-RC 457 and 401(a) deferred compensation plans and CalGOVEBA (a trust to defer on a pre-tax basis funds to cover eligible out-of-pocket health care expenses); and opportunities for professional growth including training and career development.

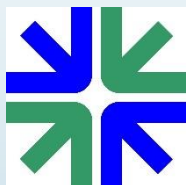


Emeryville Marina, Located at the North-Eastern Foot of the San Francisco-Oakland Bay Bridge

SELECTION PROCESS

To apply for this great career opportunity in an exciting, vibrant and livable City, please submit a **completed application, resume and supplemental questionnaire online** at www.calopps.org (paper applications will not be accepted), or visit the City's website at www.emeryville.org. A screening process will identify those candidates that most closely possess the education, experience and potential as defined in the ideal candidate profile. The interviews may involve written and role play exercises. The finalist will be required to complete a thorough background check, including successful completion of Livescan fingerprinting.

Applications received by 5:00 PM on Thursday, March 29, 2018 will be considered first. For additional information, please contact Lisa Lopez at (510) 596-4391



City of Emeryville

INCORPORATED 1896

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Equal Opportunity Employer