

Assistant to the City Manager/ City Clerk



Annual Salary - Up to \$72,000
Depending on qualifications.



About the City of Marysville

The City of Marysville - a unique and charming city - is the County Seat of Yuba County and part of the Greater Sacramento area.

One of California's historic Gold Rush cities, Marysville is a vibrant center of distinctive shopping, dining, and entertainment. A stroll along the City's treelined, historic D Street with its cafes, galleries, boutiques, and specialty stores, and you will find nearly everything that a Main Street was meant to be. In addition to these unique characteristics, Marysville also holds the distinction of claiming several historic sites on the National Register of Historic Places.

The City's location and proximity to State Routes 99, 70 and 20 provides easy access to many of the area's major attractions such as the state capital of Sacramento and the Sutter Buttes recreation area.

Nestled between the Feather and Yuba Rivers, residents enjoy hot, dry summers and cool, wet winters – and ideal climate that is perfect for year-round leisure and recreation which include golf, hiking, fishing and other water sports available in local lakes and rivers.

Cultural activities for residents and visitors include several festivals, open air markets, or the local mix of eclectic and talented musicians.



The Position

Provides highly responsible and complex administrative support to the City in administration of City Clerk operations administration, election management, the legislative function, archiving of public records and public information, and filing officer services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with State and local intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

This position reports to the City Manager and performs varied routine to difficult administrative and operational support functions. Employees in this class require the skill to work cooperatively and extensively with the public, responding to official and public inquiries relative to the conduct of elections, city documents, council actions and other administrative matters. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council.

The Ideal Candidate

- Is an innovative, proactive, ethical, self-motivated, creative, adaptable, individual who is comfortable working in a dynamic and team-oriented environment.
- Communicates in a proactive, approachable, and responsive nature with the ability to understand stakeholder interests and needs.
- Be responsible for performing City Clerk - related functions, including coordinating the agenda process to ensure compliance with regulations contained in the Brown Act.
- Accept responsibility for compiling information for agenda preparation; collecting background information; assemble agenda for printing; using current technologies, distribute packets to City Council and various agencies.
- Available to attend City Council meetings and study sessions; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the City Council.
- Capable of preparing and distributing updates and revisions of Council Policy and those of city boards, commissions and committees.
- Will be able to respond to inquiries from the public by letter, telephone and in person regarding Council action and records; research information for public or city staff when necessary.
- Be capable of maintaining administrative files including historical legal documents, resolutions, ordinances, agreements, deeds and annexations.
- Will be comfortable serving as custodian of the city seal and city archivist for official records.
- Able to or capable of learning to process all municipal elections to County Elections Office and maintain election files for all municipal/special elections; receive initiatives and process accordingly.



Salary and Benefits

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and shall not exceed \$72,000 annually.

In addition, the City pays the a stipend of \$80 per council meeting attended in the role of City Clerk.

The City offers a generous variety of benefits for its unrepresented employees including CalPERS retirement; health, dental vision and life insurance.

City pays 80% of medical insurance premiums, dental and vision insurance.

Annual Leave allowance starts at an accrual of 216 hours.

After the first month, 80 hours of Executive Leave.

12 holidays each year.

The City participates in the CalPERS retirement system. "Classic" participants will be enrolled in the 2% @ 55 plan. New participants will be enrolled in the 2% @ 62 plan.

Employees must pay the full employee share based on the plan in which they are enrolled.



Requirements

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

Education and Certification

Training: Equivalent to completion of the twelfth grade supplemented by additional specialized training in the functions and activities of a City Clerk's Office. Possession of, or ability to obtain, certification as a Notary Public with six (6) months of employment.

Experience

Four (4) years of increasingly responsible journey level secretarial experience in a local government agency.

Desirable Qualifications

- Experience in serving as a City Clerk, Clerk of the Board/Commission, or Planning Commission Secretary.
- Bachelor's Degree
- Possession of, or ability to obtain, certification as a Certified Municipal Clerk.



The Selection Process

The deadline to apply is September 1, 2019 before 11:30 PM PST.

To be considered for this exciting opportunity, candidates should apply at <https://www.calopps.org/marysville/job-19901793>.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary phone interview. Only the most qualified candidates will be invited to participate in a panel interview process. Only the names of the most-qualified candidates who pass the panel interview process will be submitted to the City for consideration for final selection.

Additional inquiries about the position may be directed to Kris Harapan at kharapan@rgs.ca.gov. Neither Regional Government Services nor the City of Marysville are responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing krandolphpolard@rgs.ca.gov.



The City of Marysville is an Equal Opportunity Employer.

Recruitment services provided by -

Regional Government Services

Kris Harapan
650.587.7300 x92

kharapan@rgs.ca.gov