



City of Orinda

Invites applications for

City Clerk

Join our Team!

\$160,295 - \$195,591 Annually DOQ

Closing Date: July 1, 2026 @ 5:00 PM

The City of Orinda is seeking a seasoned, highly organized, and service-oriented professional to serve as its next City Clerk. This is a unique leadership opportunity to play a central role as a key member of the Executive Team, ensuring compliance with complex legal requirements, and upholding the principles of transparency and public trust.

This position is well-suited for an experienced municipal professional who values precision, discretion, and public service. The City also welcomes interest from recently retired professionals seeking a meaningful opportunity to contribute their expertise in a flexible and impactful role.

Why Join Orinda?

Nestled in the beautiful East Bay hills, Orinda is recognized for its scenic charm, engaged community, and high quality of life. Join a small but mighty City team that values innovation, teamwork and service excellence.

The Ideal Candidate:

The successful candidate is a knowledgeable and trusted professional who brings sound judgement, attention to detail, and a strong commitment to public service. They will demonstrate:

- Deep understanding of municipal government operations and City Clerk functions
- Expertise in elections, records management, and open meeting laws
- Exceptional organizational and communication skills
- Ability to manage complex processes with accuracy and efficiency
- Strong interpersonal skills and the ability to work effectively with elected officials, staff, and the public

The City is seeking a collaborative and adaptable leader who thrives in a dynamic environment and can balance multiple priorities with professionalism and discretion.

Ready to Make a Difference?

Interested candidates should submit a completed application, resume, and cover letter no later than 5:00 pm on July 1, 2026. For more information and to apply, please visit the CalOpps.org website.

[Apply online at CalOpps.org](https://CalOpps.org)



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Key Responsibilities:

- Serve as Clerk to the City Council, including attending meetings and ensuring accurate documentation of proceedings
- Oversee municipal elections and candidate filing processes
- Manage the preparation, distribution, and maintenance of agendas, minutes, and official records
- Administer the City's records management and retention programs
- Ensure compliance with the Brown Act, Public Records Act, and other applicable regulations
- Coordinate legal notices, publications, and public communications
- Provide high-level administrative and strategic support to the City Council and City Manager
- Supervise department operations and administer the City Clerk budget
- Collaborate effectively with City departments and external agencies



Minimum Qualifications:

Education: Bachelor's degree from an accredited college or university in public administration, business administration, or a related field.

Experience: Five (5) years of increasingly responsible experience in a City Clerk's office or a comparable municipal environment.

Licenses/Certifications: Certified Municipal Clerk (MC) designation is desirable (or ability to obtain), Notary Public certification within one year of hire, and ability to travel to different sites as needed.

Special Requirements: Ability to attend evening City Council meetings, flexibility to work varied hours, including occasional weekends, and ability to work in a standard office environment and to travel to different sites as needed.

Compensation and Benefits: This is an at-will, exempt management position offering a competitive salary and comprehensive benefits package. The City of Orinda offers a unique opportunity to recent retirees who want to continue to contribute, as we are not part of the CalPERS Retirement System.

For a full listing of responsibilities and qualifications, please review the [Job Description](#).

The City of Orinda is an Equal Opportunity Employer.

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