



# CITY OF CLOVERDALE

is recruiting for:

## CITY CLERK

Annual Salary - \$93,902 - \$114,139

First screening of applications - September 16, 2021



### THE CITY

Incorporated in 1872 and ideally situated, where the vineyards meet the redwoods, Cloverdale, CA is located 80 miles east of the Pacific coast on Hwy 101. The City is 2.7 square miles, is the northern most city in beautiful Sonoma County with a population of 9,100. Residing in the rich Alexander Valley basin, one of the largest grape producing region in Sonoma County. Numerous premium wineries and picturesque vineyards border the City to the South. Appealing to the nature enthusiast and adventurer, towering redwoods embrace the community to the North. Recreation opportunities abound in the 70 acre Russian River Park dominating the Eastern perimeter and beautiful Lake Sonoma located just minutes from the West side of town.

### THE POSITION

Under the administrative direction of the City Manager, the City Clerk plans, manages, oversees and directs the operations and services performed by the City Clerk's Office, administers municipal elections in coordination with the County, provides policy guidance and professional assistance to City departments, ensures compliance with Conflict of Interest laws and FPPC regulations, enforcement of federal, state, and local laws, campaign financing, public records, and meeting notices. The City Clerk plans, directs, and oversees the development, implementation and maintenance of records, citywide document records management program including records retention and destruction; coordinates activities with other City officials and outside agencies; and provides complex staff support to the City Council and City Manager and performs other related duties as required.

The City Clerk is a full-time, administrative management level classification, which exercises full responsibility for all functions and operations of the City Clerk's Office including responsibility for overall policy development, program planning, fiscal management, and administrative duties. The City Clerk manages the administration of the City Council, Planning Commission and Council Subcommittee agenda review processes and the preparation of agendas; attends meetings and prepares minutes for legislative bodies; and administers the commission appointment process.

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## KEY DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Responsible for all City Clerk's Office activities and services as directed by State law and City Municipal Code, including activities associated with the production, publication, and maintenance of City records, legislative agendas, and minutes to City Council, Planning Commission, Subcommittees and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
  - Develops, implements and maintains departmental goals, objectives, policies, and procedures; advising the public, elected officials and staff in the interpretation of City and department policies. Prepares, manages, and coordinates the City Clerk's Office budgets.
  - Coordinates a comprehensive, centralized citywide records management program to ensure proper records retention, maintenance, and disposition practices are incorporated into City record keeping practices; ensures availability of records to City staff and the public; provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections and local government legislative processes and actions; analyzes, enforces, and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing, and conflict of interest.
  - Works with City Council, City Manager, City staff, Planning Commission and the public to plan and prepare City agendas; oversees preparation and distribution of the agendas, Council/Commission packets and supporting documentation; receives and reviews agenda items to ensure that all submittals are complete and in compliance with established procedures and the Brown Act.
  - Attends all meetings of the City Council, Planning Commission, Subcommittees and other boards and commissions as assigned and keeps all related records of the legislative proceedings; maintains and disseminates all actions, including minutes, ordinances, resolutions, contracts, deeds, bonds, vital records, correspondence, and reports ensuring timely preparation; participates in writing contracts, resolutions, ordinances, and other legal documents; makes necessary corrections to resolutions, ordinances, contracts, and leases prepared by City Departments; monitors legal documentation of City Council and Planning Commission actions for accuracy of intent; maintains, indexes, and files all City records; prepares certified copies of City documents for elected officials, staff, and the public; oversees the codification of all City ordinances and the maintenance of the consolidated codes reflecting the legislative actions of the City Council.
  - Accepts and/or processes subpoenas, appeals, lawsuits, and claims against the City; certifies affidavits, documents, and depositions pertaining to City affairs and business, which may be used in court; serves as the custodian of the City Seal.
  - Coordinates the bid opening process and monitors the City's related performance bond activities; records legal documents of the City.
  - Serves as filing officer for the Fair Political Practices Commission; administers the City's conflict of interest code; administers and file oaths of office and oaths of allegiance.
  - Establishes positive working relationships with and serves as a resource to representatives of community organizations, state/local agencies and associations, City management and staff; develops and coordinates communications with the community to increase citizen accessibility to City records and information; maintains and updates information on the City's websites.
  - Work irregular hours, which may include late night meetings.
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## IDEAL CANDIDATE

The ideal candidate will be an experienced administrator with an energetic and open style. The ideal candidate will be an excellent communicator and will possess strong leadership and management abilities. The ideal candidate will provide complex technical and administrative support and advisement to the City Manager, Management Team, City Council and employees on matters related to risk management, and the City's policies and procedures.



### Qualifications and desired skills include the following:

- Administrative principles and methods including goal setting, program development and implementation and budgeting.
- Current principles, practices, and techniques of municipal recordsmanagement.
- Apply laws and regulations regarding the maintenance, retention, destruction, and release of records and information; and federal, state and local laws, regulations and guidelines.
- Applicable federal, state and local laws, codes and regulations pertaining to conflict of interest, fair political practices, open meeting notices and municipal elections
- Political Reform Act, Brown Act, Maddy Act, Public Records Act, and the California Elections Code.
- Oversee contracts and legal agreements for requirements and compliance.
- Principles, methods and practices of risk management.
- Modern office procedures and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Proper business English usage, spelling, grammar and punctuation.
- Business and statistical mathematics.

## EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. Requires high school diploma or GED; 2 years of college or technical school business/executive coursework and a knowledge of administrative skills; plus 3 years of related administrative or governmental experience.

Possession of, or ability to obtain within 24 months, a Certified Municipal Clerk (CMC) designation is highly desirable.

## THE COMPENSATION

- Annual Salary - \$93,902 - \$114,139
- Health Insurance — The City provides a REMIF sponsored Health Plan for employees and dependents with City paying up to 95% of the annual premium
- Dental Benefits — The City provides dental coverage for employees and dependents
- Vision Benefits — The City provides vision coverage for employees and dependents
- Retirement — PERS 2% at 55 retirement plan for Classic employees and 2% at 62 for new members
- Vacation Leave –20 days annually
- Sick Leave –12 days annually
- Administrative Leave —80 hours annually
- Holidays —14.5 paid holidays per year
- Cell Phone Allowance and mileage reimbursment
- Life Insurance- \$100,000 life Insurance policy
- City paid Long Term Disability in amount of 2/3 the annual base salary, after ninety (90) day elimination period. Maximum benefit \$10,000
- Other supplemental Insurance programs available at Employee Assistance Program

## THE APPLICATION PROCESS

If you meet the qualifications and believe that you possess the ideal candidate profile, please submit a Cloverdale Employment Application, letter indicating your interest, comprehensive resume, and five references (references will not be contacted until mutual interest is determined). Application may be obtained on the City website at <http://www.cloverdale.net/employmentapplication>

Mail the requested documents, marked CONFIDENTIAL to:

**City of Cloverdale Attention: Shannon Peterson**  
**124 N. Cloverdale Blvd.**  
**Cloverdale, CA, 95425**

For any additional information, call Shannon Peterson at 707-894-1711 or email to: [speterson@ci.cloverdale.ca.us](mailto:speterson@ci.cloverdale.ca.us).

Documents as required will be reviewed and the candidates who possess the most desirable qualifications will be invited to interview for this position.

Appointment is subject to successfully passing a pre-employment physical and background/criminal history check.

If you have a disability that requires test accommodations, please call the Human Resources Department at (707) 894-1711.

**Filing Deadline: September 16, 2021 at 5:00 P.M.**

**The City of Cloverdale is an Equal Opportunity Employer**

