

Compensation and Benefits

The salary for this position is \$98,195 - \$119,356 annually, DOQ. In addition, the City of Santa Clarita offers an attractive and competitive compensation package, including:

- ◆ Retirement:
 - Classic members PERS 2% @ 60 (highest 36 months) with the employee contributing 7%.
 - New hires PERS 2% at 62 (highest 36 months) with the employee contributing 6.25%.
- ◆ Medical/Dental/Vision Insurance: City contributes up to \$1,175 per month toward the purchase of insurances or \$214.62 taxable cash if no medical is elected.
- ◆ Deferred Compensation Program: \$2,000 per year City contribution or cash in lieu.
- ◆ Vacation: 2 weeks per calendar year for the first 4 years; 3 weeks up to 10 years; 4 weeks after 15 years.
- ◆ Sick Leave: 12 days per calendar year.
- ◆ Holidays: 12 annually, plus 1 floating holiday.
- ◆ Administrative Leave: 10 days per calendar year.
- ◆ City-paid Short/Long Term disability; City-paid Life Insurance equal to 1 times annual salary; and education assistance (75% of costs up to \$3,000 annually) are provided as well.

The Process

To be considered for this exceptional career opportunity please submit (email preferred) a cover letter of interest, resume, salary history and five work related references (references will not be contacted until mutual interest is established).

Bill Avery or Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date is June 13, 2014.

If you have any questions regarding this position, please feel free to contact Bill Avery or Paul Kimura at 408.399.4424.



The City of Santa Clarita

*invites your interest
for the position of*

City Clerk

The Community

Santa Clarita is located just north of Los Angeles, minutes from Burbank Airport. The City is the third largest in Los Angeles County and one of California's best communities for raising families and building businesses. With its unique blend of rural, old west heritage and urban sophistication, this progressive city has established an enviable balance between quality living and quality growth. That balance is carefully maintained through long-term planning and fiscal responsibility, community involvement, respect for the environment, and strong public and private support for business development.



The City of Santa Clarita encompasses the communities of Canyon Country, Newhall, Saugus, and Valencia. With a population of 205,000 residents within a 63 square-mile area, Santa Clarita is economically stable with a diverse base of businesses in aerospace, technology, film, and the biomedical field, among other targeted sectors. The City holds a AAA bond rating from Standard and Poor's and the area's unemployment is consistently below the State and National averages.

The City is family-friendly with four local public school districts that consistently rank in the top 10 percent in California. Santa Clarita is home to more than 50 primary education sites, and three colleges, including California Institute of the Arts, College of the Canyons, and The Masters College.

Santa Clarita is one of the West Coast's fastest-growing cities and consistently ranks as one of the FBI's "Top 10 Safest Cities in the Nation." The City of Santa Clarita was named "One of the Best Places to Live" by CNN Money Magazine and one of Los Angeles County's "Most Business Friendly Cities" by the Los Angeles Economic Development Corporation. Santa Clarita has also been ranked one of the 100 Best Communities for Young People, one of the best cities for job seekers by NerdWallet.com, and one of the top 25 Retail Markets in California.



Over the last quarter century, the City of Santa Clarita has established a reputation as one of California's top cities, offering residents and business owners an unmatched quality of life in a beautiful, vibrant setting.

City Government

The City of Santa Clarita is a general law city with a Council/Manager form of government. The City Council consists of five members who are elected at-large to serve four-year terms. Each December, the City Council selects a member of the seated Council to serve as Mayor on a one-year rotating basis. Santa Clarita conducts its City Council election in April of every even-numbered year, but is awaiting approval from Los Angeles County to hold its election on the first Tuesday in November in even-numbered years.

Santa Clarita's FY 2013-2014 budget is \$180.6 million. The City currently employs 700 full and part-time employees (of which 370 are full-time) across five departments, including the City Manager's Office, Parks, Recreation & Community Services, Administrative Services, Public Works and Community Development.

Santa Clarita operates three city libraries and more than 30 park and recreation facilities. Public safety services are contracted through the Los Angeles County Sheriff and Fire department, while other day-to-day operations such as library services, landscape maintenance district services, and transit services are also contracted with industry leaders.

The City of Santa Clarita invites you to visit its website at santa-clarita.com for more information about the City's philosophy, structure, and services.

The Position and Ideal Candidate

The City Clerk oversees all functions and operations of the City Clerk Division of the Administrative Services Department and is responsible for the activities of the Division, including municipal elections and records management. The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective operations consistent with applicable laws, City policies and administrative guidelines.

Reporting to the Deputy City Manager, the City Clerk works directly with City personnel in the development and interpretation of City and department policies; confers with legal advisors and City officials regarding management problems. Other key responsibilities include preparing and managing the City Clerk Division budget, planning and directing the conduct of municipal elections, administering oaths or affirmations. The City Clerk also serves as the municipal filing officer as provided for by law; records and maintains minutes, ordinances, and resolutions; keeps accurate records of the proceedings of the City Council; and coordinates preparation of City Council agenda packets, meeting minutes and calendars.



The successful candidate will understand and be experienced in public participation methods, community involvement initiatives, and citizen engagement processes, have a style that seeks partnership opportunities between government and community, have a strong belief in the principles of customer service, and be able to establish strong internal collaborative relationships. He/she will be an expert in the laws governing municipal elections and public records. The ideal candidate will also be creative, energetic, organized and results-oriented, and have experience in budget management. He/she will need to demonstrate the ability to maximize efficiencies within available resources, work successfully with the City Council, residents, local businesses, other regional agencies, and the media to further the goals of the Office and the City.

The new City Clerk will have a combination of education and experience that has provided the knowledge, skills and abilities necessary for the position. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible administrative experience in a city clerk's office, including at least two years at a management or supervisor level, and a Bachelor's degree in business administration, public administration or closely related field.