

## Compensation and Benefits

The City of Pinole offers a competitive salary and benefits package. The salary for this position pays up to \$125,712 annually, dependent on qualifications. The benefits package includes:

- ◆ Retirement: PERS - Benefit based on CalPERS membership status at time of hire:
  - Classic PERS Member: 2.5% @ 55, single highest year. Employee pays 8% of employee share and 7.4160% of employer share for a total of 15.416%.
  - New PERS Member: 2.0% @ 62, 3-year final compensation. Employee pays own share of 6.25%.
- ◆ Health Insurance: Selection from PERS Medical Plans, City pays up to the 2014 Kaiser rates, based on family status, and employee pays the difference. Employees with alternate medical insurance may be eligible to receive in-lieu payment between \$225-\$600. Retiree medical—City participates in the CalPERS Vesting Schedule.
- ◆ Dental Insurance: Delta Dental, 80/20 plan, City pays entire premium for family coverage.
- ◆ Vision Insurance: City pays entire premium for family coverage.
- ◆ Vacation: Accrues at the rate of 96 hours annually during first four years of employment. Increases to the rate of 144 hours annually during years 5-9 and to 160 hours annually between years 10-15. Employee may cash out up to 52 hours provided a minimum of 160 hours is accumulated.
- ◆ Holidays: 11 paid holidays plus 12 hours of floating holiday.
- ◆ Sick Leave: Earned at 8 hours per month.
- ◆ Administrative Leave: 96 hours annually (up to 64 hour may be cashed out).
- ◆ Life Insurance: City pays entire premium for \$40,000 term life and AD+D policy.
- ◆ Deferred Compensation Plan: Voluntary 457 plan available.
- ◆ Short and Long Term Disability: City pays total premium.
- ◆ Social Security: The City of Pinole does not participate in Social Security.



## The Process

To pursue this unique and exceptional career opportunity, please forward electronically, a letter of interest, your resume, salary history and contact information including email addresses for five work-related references (who will not be contacted until mutual interest is established) to:

Paul Kimura  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



The final filing date for this recruitment is May 20, 2016. Preliminary interviews will take place with Avery Associates immediately following close date. Selected candidates will interview with the City of Pinole by late June. An appointment will be made by mid July and a start date is expected no later than early August.

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



# The City of Pinole



*invites your interest  
for the position of*

**City  
Clerk**

## The Community

The City of Pinole is located in the beautiful San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate 80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.



The City of Pinole has a diverse population of over 19,000 and a land area of more than four square miles. Much of the land has gently rolling hills with steeper hills paralleling on the north and south. The downtown area still retains many turn-of-the-century building stock and is being preserved by the City as a historic area. In addition to its natural setting, the City of Pinole is known for its rich architectural heritage and historic past. Elevation in the City ranges from sea level to 500 feet above sea level. The climate is mild, with no extremes of temperature, rainfall or humidity.

## City Government

The City of Pinole was incorporated in 1903 as a General Law city that functions under a Council-Manager form of municipal government. The City Council is comprised of five members elected at large to four-year terms. The Mayor is rotated among the Council on a yearly basis. In addition to Council Members, the City Treasurer is also an elected position.

The City employs approximately 111 full and part-time employees with a FY 2015-16 General Fund budget of almost \$13 million. Under the leadership of the City Manager and Assistant City Manager, are the six City departments of Administration, Development Services, Police, Fire, Finance and Recreation.



## The Position of City Clerk and the Ideal Candidate

The City Clerk is appointed by and reports to the City Council and oversees the day-to-day functional operations of the Agenda Management, Electronic Records Management, recording deeds, administering oaths, receiving and processing liability claims against the City, responding to Public Records Act requests, Elections and Political Compliance programs of the City. The City Clerk is part of the City

Management Team, with the expectation to provide outstanding support to the Council and the Management Team in an efficient, professional and friendly manner. The Clerk also serves the citizens of Pinole as an accessible and responsive representative of transparent and open government. 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.

Within Pinole, the City Clerk maintains an active, well-organized and service oriented function. This is an election year for Pinole and the Clerk must be well versed with regulatory and statutory election requirements. Providing proactive, accurate and timely advice to both elected officials and potential candidates is a key priority.

The City Clerk will be very knowledgeable with the Brown Act and the various aspects of the Public Records Act in handing a multitude of questions and requests. Maintaining a calm, fair, and impartial demeanor in what, at times, may be a highly charged political environment is an essential attribute. The City Clerk will need to be highly adaptable, flexible, and politically astute in dealing with the expectations of city government today.

The ideal candidate will be committed to the City and passionate in providing exceptional service to the constituent community. Strong self-organization, planning & implementation, problem solving are critical skills, as well as the ability to reprioritize projects based on time demands. Excellent written, verbal and listening skills are also required. An operational style that incorporates high levels of teamwork and collaboration is expected.

The successful candidate will have experience performing the full range of administrative duties common to a municipal City Clerk's Office as a City Clerk or Deputy City Clerk and 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 an equivalent to graduation from high school; possession of an Associate of Arts degree with major coursework in public administration, public policy or a closely related field and three years of administrative support duties in a public agency setting, which has included records management and the interpretation of laws and ordinances. Experience as outlined above may be substituted for the higher education on a year-for-year basis to a maximum of two years. A CMC or MMC is highly desirable.