

Compensation and Benefits

The salary range for the City Clerk position is \$87,503 - \$106,366 annually, DOQ. The City of Bakersfield also offers an excellent benefits package including:

- ◆ Retirement – CalPERS with a 2.7% @ 57 formula (three highest years) for “Classic” PERS participants. New participants to PERS are eligible for 2% @ 62 formula with provisions consistent with the California Pension Reform Act of 2013.
- ◆ Medical Benefits – City contributions toward a medical, dental, and vision plan in an amount equal to 80% of the total premium cost for employees and family members.
- ◆ Life Insurance – Fully paid in an amount equal to annual base salary, plus \$2,000, to the nearest \$500, not to exceed \$100,000.
- ◆ Annual Leave – 10 administrative leave days per year; 12 sick leave days per year; 13 holidays per year; and 10 vacation days per year for the first 4 years of employment.

In addition, the City also offers:

- ◆ Tuition reimbursement
- ◆ Deferred compensation program
- ◆ Optional long-term disability insurance
- ◆ Section 125 flexible benefits plan

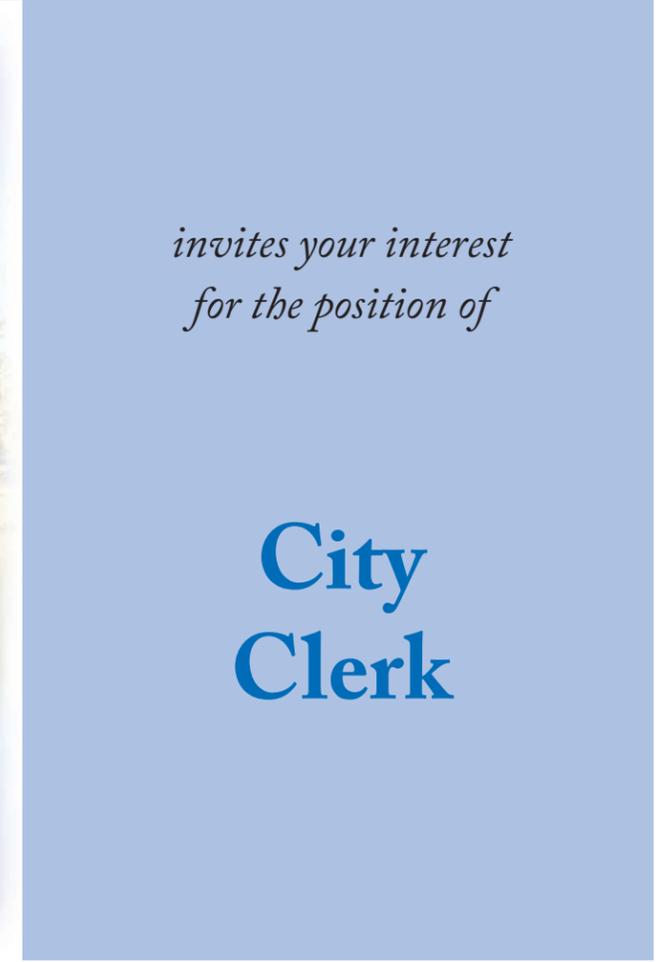
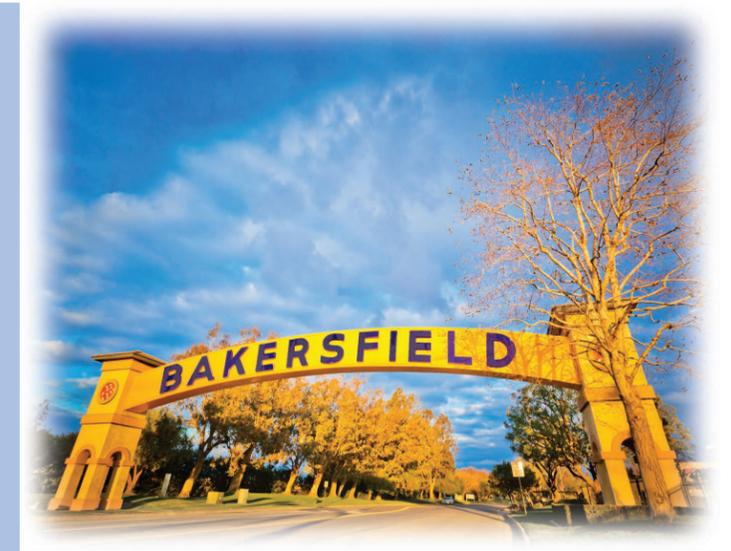
The Process

To be considered for this exciting career opportunity, please forward (e-mail preferred) a letter of interest, your resume, including your current salary, and contact information including email addresses for five work-related references (who will not be contacted until mutual interest is established) to:

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

This position is open until filled.

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



The Community

As the 9th largest city in California, the City of Bakersfield, population 379,110 is located approximately 116 miles north of Los Angeles in the southern San Joaquin Valley. Major highways, including Interstate 5, State Route 99 and State Route 58 link the City with a major trade corridor. Other major cities and attractions nearby to Bakersfield are: Los Angeles (113 miles), San Luis Obispo (136 miles), Las Vegas (284 miles), Sacramento (281 miles), San Diego (235 miles), San Francisco (286 miles), Santa Barbara (151 miles), Sequoia National Park (129 miles), and Yosemite National Park (190 miles).



As the seat of and largest city within Kern County, Bakersfield is the regional center for industry, government, transportation, retail trade, medical services and oil field operations. Major manufacturing activities include iron and steel fabrication, plastic foam products, food products, petroleum refining and textiles. Bakersfield is also home to many county, state and federal offices.

The City offers a wide range of urban amenities, affordable housing and proximity to many regional attractions. Rabobank Arena is the largest convention center complex in the San Joaquin Valley and Bakersfield is home to many entertainment and special events, including: Bakersfield Condors of the American Hockey League and the CIF State Wrestling Championships, as well as many conferences, fairs, museums, music festivals, theaters and heritage festivals.

Bakersfield residents tend to be active, taking full advantage of the City's lakes, multiple golf courses, neighborhood community parks and other recreational facilities. Bakersfield is one of California's most affordable areas for living, at costs accessible to many first-time homebuyers. Excellent award-winning schools including California State University, Bakersfield and Bakersfield College continue to enhance their educational program. Lifelong learning opportunities are an ever-increasing community asset. Bakersfield is truly a family friendly city, which fosters an environment where residents can enjoy a high quality of life.



City Government

Bakersfield, a charter city, operates a Council-Manager form of government with a seven-member City Council. They are elected from the seven wards of the City on a nonpartisan basis to serve overlapping four-year terms. The Mayor is elected at-large to serve a four-year term

as presiding officer at City Council meetings and as the official head of the City for legislative and ceremonial purposes.

The City Manager is appointed by and serves the City Council. The City has approximately 1,521 employees and provides a full range of services. The existing City departments include: Police, Fire, City Attorney, Community Development, Public Works, Water, Recreation and Parks, Financial Services and the City Manager's Office. The City's FY 16-17 all funds budget is approximately \$461 million including a General Fund budget of \$196 million.

The Position and Ideal Candidate

The City Clerk is a Division Manager within the City Manager's Office and leads a staff of eight, and serves as the Clerk of the City Council. He/she oversees the day-to-day functional operations of the Agenda Management, Records Management, Elections and Political Compliance programs of the City. In addition, the City Clerk coordinates the recruitment for City Council-appointed Boards, Commissions and Committees including outreach workshops and orientation training. This position ensures the City's compliance with the California Public Records Act and the Political Reform Act and serves as the City's Filing Officer and Filing Official for conflict of interest and local campaign statements. In support of a City Council guiding principle to continue enhancement of the public communications process, the City Clerk is tasked with facilitating the implementation of the electronic agenda management system for various city boards and commissions.

The new City Clerk is expected to bring a vibrant, proactive, strategic and team oriented leadership style to the City Clerk's Office and the City organization. In working with the City management team and staff, the City Council and community members, the successful candidate will reflect excellent communication skills and operate in a collaborative, collegial manner. The ability to develop and maintain cooperative and productive relationships as well as projecting a sincere customer service orientation will be key. Maintaining a calm, fair and impartial demeanor in what, at times, may be a highly charged political environment is also key. The City Clerk will also need



to be highly adaptable, flexible and politically astute in dealing with the fluid and dynamic expectations of city government today.

The ideal 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. This includes supervising staff and administering a legislative operation as well as elections and records management. An educational background including a Bachelor's degree in public administration, legal studies or related field is expected and a CMC is highly desirable.

