



**DUBLIN**  
CALIFORNIA

**INVITES APPLICATIONS FOR THE POSITION OF**

## **CITY CLERK**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **SALARY**

\$10,597 - \$13,246 per month

### **JOB TYPE**

Full-Time, Regular

### **FILING DEADLINE**

Friday, February 21, 2020, at 5:00 PM

### **THE POSITION**

The City Clerk organizes, plans and directs all activities of the City Clerk's Office. The work involves maintaining a complete and accurate legal/historical record of City Council proceedings; administering the records management program; conducting municipal elections; ensuring compliance with Political Reform Act, Brown Act, Public Records Act and Conflict of Interest Codes; supervising administrative support staff and functions of the City Clerk's Office and/or City Manager's Office; and providing prompt and courteous service to the Mayor and City Council, citizens, press and public requests for assistance and information.

### **KEY ELEMENTS**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Prepare City Council Agendas.
- Attend City Council Meetings and prepare official Minutes in an accurate and timely manner.
- Coordinate posting of City Council Agendas and Minutes on City's website.
- Follow up to ensure that City documents are properly executed and comply with applicable local/state/federal regulations.
- Prepare Staff Reports related to City Clerk's function.
- Review, notarize and prepare specific City related documents for recordation (deeds, easements, development agreements, certificates of project completion, etc.).
- Communicate official City Council actions to appropriate/interested parties.
- Respond in a timely manner to requests for public information, ensuring compliance with the Public Records Act.
- Receive subpoenas for records and lawsuits filed on the City.
- Ensure the City's compliance with provisions of the Brown Act.
- Perform duties of Elections Official and oversee all City elections.
- Perform Filing Officer duties required by the Political Reform Act for campaign disclosure statements for candidates and officeholders.
- Administer provisions of the City's Conflict of Interest Code.

- Coordinate advertisement of openings on the City's Commissions/Committees/Task Forces.
- Maintain list of City Council appointments, as well as boards/committees/bodies on which City Councilmembers serve;
- Administer Oath of Office to new elected/appointed officials.
- Maintain legal custody of official City records and documents.
- Maintain custody of the City Seal and affix to legal documents.
- Attest Mayor's and/or City Manager's signature on all legal City documents.
- Maintain Records Retention Schedule and oversee timely compliance for records.
- Maintain Legislative History Index of City documents (Minutes, Contracts, Agreements, Resolutions, Ordinances).
- Coordinate regular updates to the Dublin Municipal Code (paper and electronically).
- Supervise administrative support functions of the City Clerk's Office.
- Analyze programs, policies and procedures utilized in the City Clerk's Office on a regular basis to ensure that the department is operating in the most efficient manner possible.
- Participate to maintain required certifications in appropriate professional organizations (i.e. CCAC & IIMC).
- Provide input and assist in the establishment and/or improvement of procedures, policies and budgetary matters.
- Obtain and maintain commission as a California Notary Public.

## CANDIDATE QUALIFICATIONS

1. Education: Equivalent to graduation from the 12th grade and an AA degree from an accredited college or university with major coursework in public administration, public policy or a closely related field are required; B.A/B.S. degree is desirable.
2. Experience: Three years of administrative experience, preferably in a City Clerk Division/Department, of which at least two years has included administering local elections, supervision of staff, records management, and the interpretation of laws and ordinances.

## KNOWLEDGE OF

- Municipal government operations.
- Federal, state and local laws, codes and regulations applicable to City government operations, procedures, and elections.
- Municipal Codes and laws such as the Brown Act, Political Reform Act, Public Records Act and Election Code.
- Basic budgeting principals and statistical analysis.
- Electronic document imaging and modern records retention practices
- Use of proper business English, grammar, spelling and proofreading.
- Basic supervision principles and practices
- Modern office practices, methods and equipment.
- Customer service techniques.

## ABILITY TO

- Work independently with minimal direction.
- Effectively work with a variety of people at varying levels in the organization, as well as the public and members of the City Council.
- Provide information and organize material in compliance with laws, regulations and policies.
- Learn, interpret, and apply City rules, regulations, policies, practices, ordinances, resolutions, and laws.
- Research and interpret rules/regulations/laws/ordinances related to: Brown Act, California Conflict of Interest Code, Dublin Municipal Code, Elections Code, Government Code, Political Reform Act, Public Records Act, and Records Retention Schedule.

- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

## **SALARY/BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **CITY CLERK** position is **\$10,597 - \$13,246** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.31 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program, Commute Alternate Program, and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## **ABOUT THE COMMUNITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,421 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all staff representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/ professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which may consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

In accordance with the Americans with Disabilities Act, the City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **TO APPLY**

Please apply online at [www.CalOpps.org](http://www.CalOpps.org). Click on “**Member Agencies,**” under “**East Bay**” click on “**Dublin,**” “**City Clerk**” and “**Apply for job.**” Resumes may be pasted at the end of the online application form; however, a completed CalOpps.org application is required for consideration in the selection process.

Applications will be accepted until 5:00 p.m. on **Friday, February 21, 2020**. The City of Dublin does not accept applications by fax or e-mail except through [www.CalOpps.org](http://www.CalOpps.org).