



**San Gabriel**  
CITY WITH A MISSION



Invites you to apply for

**Chief  
City Clerk**



## *Imagine...*

*...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations*

### **The Community**

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. San Gabriel is a great place to live, work and visit.

### **The Organization**

San Gabriel operates under the Council/Manager form of government. The Council is elected at large to four-year overlapping terms, with the Mayor appointed by majority vote of the City Council. Mark Lazzaretto serves as the City Manager. The general fund budget for the City for FY 2017-18 is \$36 million, funding approximately 175 full-time employees.

### **The Department**

The City Clerk's Department consists of the Chief City Clerk, a management-level Assistant City Clerk and (2) Administrative Assistant II. The Chief Position reports directly to the City Manager. The City also has an elected City Clerk, who provides community oversight and general policy direction. The City held its last municipal election on March 7, 2017. At that time, the city had approximately 16,500 registered voters.

### **The Position**

Under the administrative direction of the City Manager, the Chief City Clerk oversees all operations of the City Clerk's Department including records management, public information, public engagement, and municipal elections; directs the process and preparation of council agendas and materials; develops and administers the department budget; serves as a member of the city's executive team; and performs other related duties as assigned. Knowledge of the following legal requirements and customary practices integral to the City Clerk's Department: Brown Act, agenda packet preparation, Public Records Act requests, Records Management, Elections, City Council relations, and other related areas.

### **Education, Experience and License**

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities could be considered qualifying. A typical way would be a bachelor's degree in public administration, business administration, or a closely related field; seven years of increasingly responsible analytical and administrative experience in a City Clerk's Department or similar organization, with at least three years of experience of a supervisory or lead capacity; and designation as a Certified Municipal Clerk (CMC). Additional relevant experience may be considered in lieu of degree.

## Areas of Interest

The Chief City Clerk will have skills, experience, and interest in the following key areas:

**Municipal Elections.** The Chief City Clerk will coordinate the General Municipal Elections with the Los Angeles County Registrar-Recorder/County Clerk, or manage stand-alone municipal elections every two years. Having just completed an election for three City Council seats, City Clerk and City Treasurer the City's next municipal election will be in March 2020 for two Council seats. The Chief City Clerk is the Elections Official and will be expected to take charge of the elections process; *a strong hands-on background in this area is critical.*

**Special Projects.** The City Clerk's Department engages in many community outreach activities, including PATH (visits to 3<sup>rd</sup> grade classrooms to share local history), Youth in Government (collaborative partnership with Gabrielino High School offering participatory and shadow opportunities for 11<sup>th</sup> and 12<sup>th</sup> grade students to learn about local government), and City Hall tours, with other possible projects on the horizon: a televising City Council meetings, interactive public document retrieval systems, etc. The successful candidate will need a demonstrated history of taking initiative for projects beyond the scope of day-to-day city clerk activities.

**Records Management.** The City is looking to adopt its first-ever citywide records management schedule later this year. The Chief City Clerk will work with all departments to implement and administer the records management program, as well as research and recommend improvements to the program, including but not limited to the utilization and deployment of new technology.

## Compensation

Current monthly base salary range for the Chief City Clerk is \$10,743-\$13,058. The City also offers an outstanding benefit package including:

- **Participation in the CalPERS Retirement System:** Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members (which goes up to a maximum of 2.418% @ 63) and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- **City contribution towards medical, dental, and vision insurance premiums:** a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan.
- **Other Benefits:**
  - City vehicle or vehicle allowance of \$225/biweekly
  - Optional enrollment in Deferred Compensation (457) Programs
  - Optional enrollment in Supplemental Insurance Programs
  - City-paid long term disability and life insurance (2x annual salary)
  - City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employee and eligible household members
  - Payment of retiree (and family) health insurance per established vesting schedule
  - Payment of memberships fees in relevant professional organizations
- **Leaves:**
  - 60 hours of administrative leave per year
  - 96 hours of sick leave per calendar year
  - 80 hours of vacation per year
  - 104 hours of holidays per year

- **Cash Outs:**

- Sick Leave Buy Back Program allows cash out of 50% of unused sick leave accrued in the 12-month period between November and October.
- Vacation Buy Back Program includes the option to cash out one week of unused vacation per year.
- Holiday Buy Back Program allows a maximum of 8 hours of unused holiday to be paid back to the employee during the second pay period of the calendar year.

### **We Welcome Your Application**

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter directed the City Manager Mark Lazzaretto, online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **All application materials must be submitted online by 5:00 p.m. on Thursday, March 29, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

*Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.*

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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#### **HUMAN RESOURCES DEPARTMENT**

**San Gabriel City Hall  
425 South Mission Drive  
San Gabriel, CA 91776**

**(626) 308-2802  
hr@sgch.org  
www.sangabrielcity.com**

Job ID#98