



Is accepting applications for the position of:

Deputy City Clerk

Administration Department, Office of the City Clerk

**SALARY: \$58,638 - \$73,231 ANNUALLY
PLUS EXCELLENT BENEFITS**

APPLICATION CLOSING DATE: MONDAY OCTOBER 23, 2017 AT 5:00 P.M.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **five (5) required items that must be submitted with your application** in order for you to be considered:

- **A completed City of Gilroy/CalOpps online application with supplemental question responses**
- **A cover letter that explains your specific interest in this position with the City of Gilroy**
- **A detailed resume that highlights your related skills, work experience and education**
- **Typing/keyboarding certificate with a rate of 55 net words per minute dated within six months of application. (See City of Gilroy Typing/Keyboarding Certificate flyer for information on obtaining the correct certification)**
- **A list of five work-related references with contact information** (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)

*There are several ways to submit the above required items: they may be uploaded as attachments to your on-line application, mailed, or dropped off at the Human Resources Department.

ABOUT THE POSITION

The City of Gilroy is recruiting to fill the position of Deputy City Clerk in the Administration Department, Office of the City Clerk. The goal of the City Clerk's Office is to provide professional and technical assistance to the City Council, City departments, and the public in the areas of elections, the Public Records Act, Fair Political Practices Commission regulations, legislative administration and records management, in an efficient and effective manner.

GENERAL DESCRIPTION:

Under the general supervision of the City Clerk performs a variety of technical, analytical and administrative tasks in the Office of the City Clerk including legislative administration, Board, Commission and Committee management, elections administration, records management; performs the duties of the City Clerk in the City Clerk's absence. Assists the City Clerk in developing, implementing and coordinating projects, programs and procedures, particularly related to records management, legislative and policy functions and agenda preparation;

may provide oversight and train staff as assigned. This position requires an understanding of the principles and practices related to records management and advanced recordkeeping, legislative processes, and effective public relations. A working knowledge of applicable laws and regulations including the Political Reform Act, Brown Act, California Public Records Act and California elections laws, Fair Political Practices Commission reporting requirements and the principles and practices related to the City Clerk function is highly desirable.

IDEAL CANDIDATE:

Together with the position qualifications, the ideal candidate will:

- Have the ability to interpret and apply the principles and practices of records management, policies, regulations, and administrative and operational procedures.
- Be detail-oriented, accurate, highly organized and timely in the completion of work.
- Be a professional representative for the City of Gilroy with an excellent track record of delivering superb customer service.
- Be self-motivated and innovative with the ability to use independent judgment in the course of undertaking assigned responsibilities, and offer suggestions to improve or streamline processes.
- Be able to compose written correspondence, legislative minutes and reports, and analyze and evaluate the work of others.
- Possess strong computer skills in Microsoft Office suite software, and be a quick study in learning new software applications.
- Have the ability to interpret and apply federal, state and local laws and regulations including the Political Reform Act, Brown Act, Public Records Act, Gilroy Open Government Ordinance, California Elections Code and other laws relevant the Office of the City Clerk.
- Have a welcoming, professional, and personable demeanor with the ability to build strong relationships with others from all areas and levels of the organization.
- Actively participate in professional training and enrichment programs and be self-motivated to achieve certification as a Certified Municipal Clerk.
- Have advanced skills in records management and research techniques.

EXAMPLES OF DUTIES:

- Assist in the performance of City Clerk duties as prescribed by law.
- Coordinate and prepare agendas, public notices and special meeting notices; prepare resolutions, ordinances and staff reports.
- Apply and implement records management policies, procedures and techniques including records retention and electronic document management.
- Utilize optical imaging, electronic document management software and other computer applications and software.
- Read, interpret and apply relevant laws, rules, and regulations.
- Maintain official records of the City Council.
- Provide administrative assistance during municipal elections.
- Ensure timely response to subpoenas and public records requests; conduct research and retrieve information and documents.
- Coordinate FPPC filings including campaign statements and Statements of Economic Interests.
- Prepare written correspondence and administrative reports.

- Assist with the administration of the City Clerk's budget and monitoring of expenditures
- Assist with contract administration.
- Attend City Council and other Policy Body meetings.
- Maintain knowledge of public administration principles and practices; applicable ordinances, laws and regulations; and advanced research techniques and information sources.
- Interact and communicate with a variety of groups and individuals, including staff, City Council Members, appointed officials and the public; may train others.
- Participate in professional training and enrichment programs.
- Provide varied administrative support for the City Council and the City Administrator.
- Perform other related duties as required.

QUALIFICATIONS

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

EDUCATION and/or EXPERIENCE (#1 and #2 below): Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

1. Associate's degree from an accredited college or university, or two (2) years of college level course work from an accredited college or university in Public Administration, Political Science, Business Administration, or a closely related field.
2. Five (5) years of increasingly responsible secretarial/clerical and administrative support work.
3. Keyboarding/typing at the speed of 55 net words per minute.
4. Certification in records management or designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks, preferable.
5. Attainment of CMC accreditation within 3 years of employment, if not previously certified.
6. A working knowledge of applicable laws and regulations including the Political Reform Act, Brown Act, California Public Records Act and California laws, Fair Political Practices Commission reporting requirements and the principles and practices related to the City Clerk function is highly desirable.
7. Strong knowledge in use of computers including word-processing, spreadsheets and e-mail software, and other software applications.
8. Willingness to continue education and training.
9. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
10. Pass a Department of Justice criminal record check and background check for employment.
11. Pass a post-offer medical examination, which includes a drug test.
12. Prefer non-tobacco user.

COMPENSATION AND BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$736.02 to \$1,943.68 per month for core health benefits during the 2017 plan year. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care, medical and dependent care accounts are also available. A term life insurance policy equal to \$20,000, long-term disability plan, and an employee assistance plan are provided at City expense.

Other Benefits

The City currently offers the CalPERS 2.5% at 55 pension plan for "classic" CalPERS members and 2% at 62 for "new" CalPERS members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction; "new" members shall pay 50% of the total normal cost as set by CalPERS. **Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.**

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of city of Gilroy service. Employees accrue eight hours of sick leave each month. Employees receive 36 hours of personal leave time in July of each fiscal year which must be used during the fiscal year (pro-rated based on hire date). The City observes 10 paid holidays each year.

Medicare/Social Security

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security.

Payroll

All City employees are paid monthly, on the last business day of each month via direct deposit.

Representation:

Persons appointed to this position on a full-time basis are covered by the AFSCME Memorandum of Understanding.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on CalOpps.org (Member City: Gilroy). You must file your responses via the on-line application process.

1. Please describe your experience with the preparation, assembly, distribution, and follow-up of agenda-related materials for City Council meetings or other legislative bodies including taking minutes.
2. Please list the positions you've had with increasingly responsible secretarial/clerical and administrative support work. Include the name of the company, hire and separation date for the position, your title and who you reported to.
3. Please list any related certifications you possess (such as certification in records management; designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks.

4. Please list any positions you have held that allowed you to utilize working knowledge of applicable laws and regulations including the Political Reform Act, Brown Act, California Public Records Act and California laws, and Fair Political Practices Commission reporting requirements.
5. Please list and describe your computers skills, including word-processing, spreadsheets and e-mail software, and other software applications.
6. Please describe your availability (or limitation) to attend some evening meetings.

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To apply for this employment opportunity, candidates must use the CalOpps application system:

How to log-in to application system:

1. Go to <http://www.calopps.org>.
2. Click on "Member Agencies"
3. Click on the "City of Gilroy"
4. Scroll down until you see "City of Gilroy Job Openings"
5. Click on "Deputy City Clerk"
6. Click on "Apply"
7. Click on "Create a Profile"

When applying on-line, please scan and save any attachments into PDF documents prior to completion of the CalOpps application. This will allow you to upload the file(s) and attach to your CalOpps on-line submittal.

If for some reason you are not able upload your attachments via CalOpps, then please mail or deliver the items to:

City of Gilroy
Human Resources Department
7351 Rosanna Street
Gilroy, CA 95020

NEXT STEPS

This position is open until 5:00 p.m. on Monday, October 23, 2017. Only the most highly qualified applicants with the most relevant experience, education and training will be invited to continue in the examination process. Candidates identified for further consideration will be required to submit criminal conviction information via a supplemental questionnaire. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, credit check, and any required post-offer medical evaluation/testing and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER
AND SUPPORTS WORKFORCE DIVERSITY.**