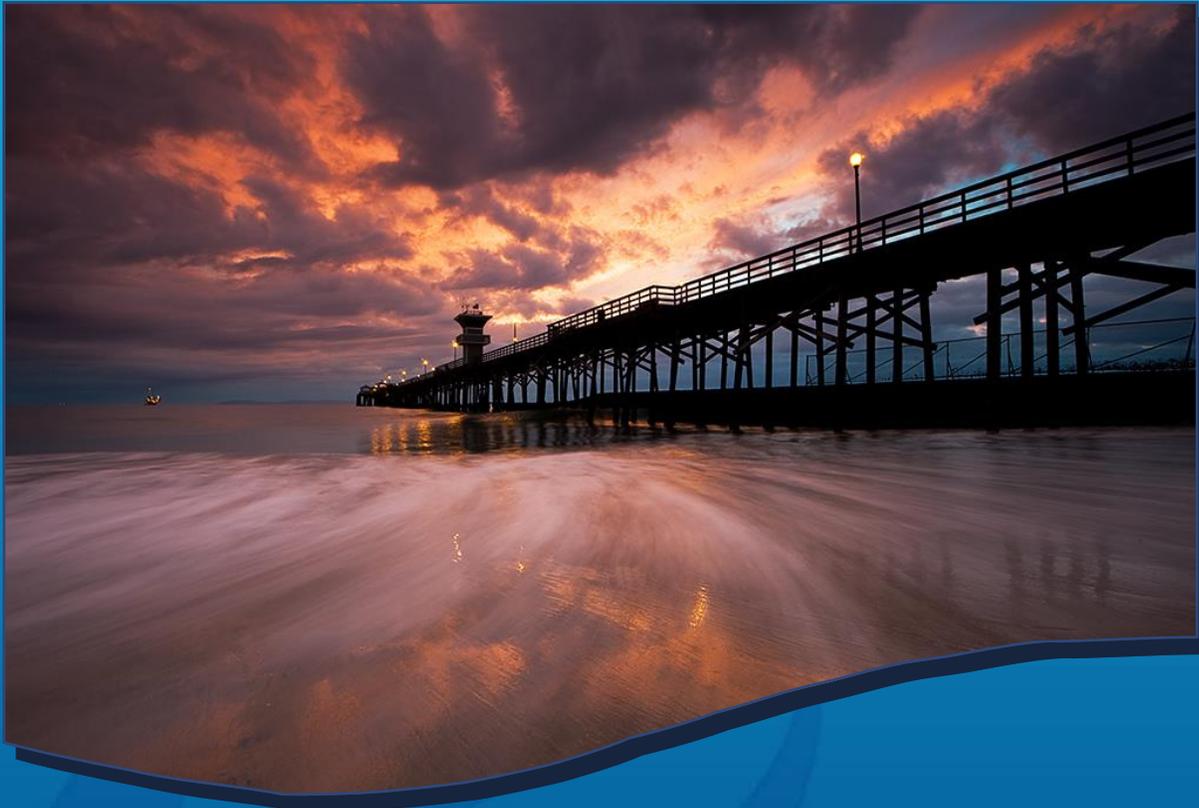




City of Seal Beach



City Clerk

CITY GOVERNMENT

Seal Beach is a Charter City operating under the Council/Manager form of government.

The City organization provides service to its residents and businesses through the departments of: Finance, Community Development / Community Services, Public Works, Police and Marine Safety. The City contracts with the Orange County Fire Authority for fire and emergency medical services.

The City currently maintains a workforce of 94 full-time employees, supported by a dedicated team of part-time, volunteer, and contract employees.



THE COMMUNITY

Located on the coast of Southern California, Seal Beach enjoys a well-informed and engaged community. Seal Beach is well known for its historic wooden pier that juts out into the blue Pacific and a view and climate that is a weekend draw for the greater Southland. With a population of approximately 25,000, Seal Beach is nestled between Long Beach and Huntington Beach in Orange County. It has retained its quaint "village-by-the-sea" ambience.

Seal Beach is comprised of five distinct, desirable communities melded into one - with a council member elected from each district.

The Old Town area, with its Main Street, pier and sandy beaches, attracts nearly 1.5 million visitors each year.

Restaurants, shopping and year-round activities make the Old Town area an ideal tourist destination.

The first Leisure World community, a planned senior development with a population of about 9,000, is located in Seal Beach. The "Hill" neighborhood is located just above Pacific Coast Highway, and the two bedroom communities



near the 405 Freeway, "College Park East" and "College Park West," make up the remainder of a vibrant and diverse community.

The Naval Weapons Station, which provides ordnance and logistics support to our nation's Naval and Marine operation forces, is also home to the 1,000 acre Seal Beach National Wildlife Refuge. The Naval Weapons Station employs 530 civilian and 150 military personnel. Boeing International headquarters is also located in Seal Beach with over 1,000 employees.



THE POSITION

The position of City Clerk is designated as an “at will” position. Under general direction of the City Manager, the City Clerk, plans, organizes, and manages the work of the City Clerk Department; performs administrative services specified in the Municipal Code and pertinent statutes; coordinates legislative and records management actions of City Council and Successor Agency; supervises the administrative support staff.

The City Clerk independently manages and performs a range of administrative, legislative, elections, and records management functions on behalf of the City and participates as a member of the Executive Management Team.

The City Clerk serves as the Clerk to the City Council and Successor Agency; attends meetings, study sessions, and workshops; records all official proceedings; supervises the preparation, maintenance and execution of agendas, ordinances, resolutions, minutes, and official documents.

As the local elections officer, initiates elections procedures and coordinates the filing of initiatives, referendums, recall actions, and candidate statements.



As the Political Reform Act official, addresses questions regarding elections procedures, campaign financial statements, Commission appointments, and similar matters.

As the Brown Act official, compiles, prepares, and reviews the City Council and Successor Agency agenda, agenda packet, and minutes in order to ensure the accuracy and completeness of information that is provided.

Drafts, reviews, and assures the proper administration of public notices, filings, hearings, and agenda reports; monitors the efficiency and effectiveness of service delivered to the public.

As part of Public Records Act administration, establishes procedures and manages the indexing, and research and retrieval systems; coordinates the handling of public records requests as well as claims and legal actions.



Maintains, codifies, indexes, updates, and distributes relevant sections of the Municipal Code.

Researches laws, regulations, codes, ordinances, official minutes, and actions taken by the City Council and commissioners; coordinates the maintenance of lists of contracts and agreements for ready access by departmental representatives.

Coordinates the receipt and opening of public bids and responds to related inquiries.

Administers the department budget, tracks and reports upon the status of projects, operating, and personnel expenditures.

IDEAL CANDIDATE

Experience & Education

- ♦ Education: Bachelor’s degree from an accredited four-year college or university with a major in Public Administration or related field
- ♦ Experience: Five years of responsible administrative, legislative, and records management experience

Experience & Education Continued

- ◆ Knowledge of California Code and California Code Regulations; Municipal Code and related local ordinances; California Public Records Act; California Brown Act; California Political Reform Act; Fair Political Practices filing and disclosure requirements; California Elections Code
- ◆ Possession of a Certified Municipal Clerk (CMC) designation is highly desirable.

COMPETENCIES AND PERSONAL ATTRIBUTES

- ◆ Trustworthy, honest, ethical and hardworking
- ◆ Knowledgeable, hands-on, seasoned professional
- ◆ Excellent written and oral communication skills
- ◆ Ability to transcribe and prepare official minutes; operate computer hardware and use word processing, spreadsheet, and other software applications
- ◆ Customer service oriented, team player
- ◆ Displays an evident passion for good government and quality public service
- ◆ A confident professional who displays sound judgment and strong character and uncompromising integrity
- ◆ A quick study who can timely engender a level of trust and credibility in an organization of high expectations
- ◆ A creative problem solver who takes initiative, anticipates problems, develops innovative solutions, and provides recommendations; follows the directive once a decision is made
- ◆ Resilient and calm under pressure; displays a good sense of humor
- ◆ Is comfortable working with elected officials; is politically astute and aware, yet remains apolitical

COMPENSATION AND BENEFITS

- ◆ Salary: \$8,037.77—\$9,769.96 per month
- ◆ Health, Vision, and Dental Insurance: Section 125, various plans available. The City offers a full flex cafeteria plan for health care, dental, and vision.
- ◆ Term Life Insurance: \$50,000 policy, 100% paid by City
- ◆ Long Term Disability: 100% paid by City
- ◆ Holidays: 12 Holidays per year
- ◆ Retirement: CalPERS Classic members 2% at 55 CalPERS New members 2% @ 62
- ◆ Vacation: 120 hours after one year of continuous service

- ◆ Administrative Leave: 48 hours per year
- ◆ Holidays: 12 Holidays per year
- ◆ Paid Sick Leave: Accrue eight hours per month of service
- ◆ Deferred Compensation: The City participates in the International City/County Management Association Retirement Corporation (ICMA-RC) 457 plan, with City-paid contributions of 3.5% of salary
- ◆ Tuition Reimbursement: Reimbursement is capped each calendar year at the rate of California State University system for up to 2 semesters of full-time undergraduate enrollment

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The closing date for this recruitment is **Thursday, July 23, 2015**. To be considered for this opportunity, please submit a City application, cover letter, and resume that reflects scope of responsibility and significant accomplishments, salary history, and six professional references. Applications can be downloaded from our website at www.sealbeachca.gov. Completed applications may be submitted in person, by mail, or by email at humanresources@sealbeachca.gov.

For additional information regarding this opportunity, contact: Nancy Ralsten, Management Analyst at (562) 431-2527 x 1301 or by email at nralsten@sealbeachca.gov.

Following the closing date, resumes will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process may include any or all of the following: outside interview panel, internal interview panel, and final interview with the City Manager.

Appointment is subject to any or all of the following: completion of a thorough background and reference checks, and pre-employment medical exam.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. Seal Beach is an Equal Opportunity Employer.

The provisions of this brochure do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.