



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

CITY CLERK - PROMOTIONAL

Full Time

Salary: \$6,101 to \$7,415

Plus Comprehensive Benefits

FILING DEADLINE: Friday, May 6, 2016, by 5:00 pm

CURRENT OPENING

This is a Promotional Opportunity open only to regular employees of the City of Capitola.

This opening is a full time, FLSA exempt, benefited position in the City Manager's Department.

GENERAL PURPOSE

Oversees the activities of the City Clerk's Office; performs the statutory duties of the City Clerk; serves as Clerk of the City Council, Secretary of the Successor Agency to the former Capitola Redevelopment Agency (Successor Agency), and secretary of other applicable City-affiliated entities; maintains official City records; acts as the City's election official, filing officer and filing official as required under the Political Reform Act.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Completion of an Associate of Arts degree including or supplemented by college level courses in business administration or a related field (including Continuing Education for Public Officials), and
- (B) Five (5) years of experience in complex clerical and office work which has included public contact and record keeping or records management, or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares a variety of complex reports, letters, memorandum, forms, resolutions, and ordinances; attests, publishes, distributes and files all ordinances and resolutions.



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

Maintains an up-to-date Municipal Code, insuring that ordinances are codified and indexed properly; coordinates printing and distribution of codifications as received.

Coordinates with other departments and the City Attorney's Office to assist with research and preparation of City Council/Successor Agency meeting staff reports and packets utilizing an agenda management software program. Prepares and publishes agendas, agenda packet material, and legal notices for public hearings.

Serves as secretary to the City Council/Successor Agency and records proceedings and actions, prepares and publishes minutes; follows up on items dealt with by the City Council/Successor Agency.

Coordinates Public Records Act requests to ensure timely response and full compliance with the Public Records Act.

Manages the City's electronic document management system to ensure standards of indexing and quality of input for all departments in keeping with the City's records management program; including reviewing and updating the City's records retention schedule to ensure compliance with appropriate guidelines for records management and disposition.

Researches and recommends technological advancements in the field while being committed to an innovative approach to open government principles and quality service delivery.

Maintains a record of the City's recorded documents such as agreements, deeds, easements and other records.

Administers Oath of Office for City officials and staff, and administers affirmations.

As the City's Election Official, prepares election notices, election related reports, election handbooks, and other election related materials for the candidates, proponents of ballot measures, and the public; coordinates election timelines and materials with the County Registrar of Voters; and assists with coordination of political informational meetings.

As Filing Officer, provides information to candidate and committees regarding campaign filing statement obligations and Fair Political Practice Commission regulations and reviews filed statements for compliance with state and local regulations.

As the Filing Officer/Official under the Political Reform Act, maintains a log of all elected and appointed officials, staff and consultants required to file Statements of Economic Interests and those required to attend AB1234 Ethics Training; advises them of these requirements in a timely fashion; and reviews filed statements for compliance with state law and local regulations.

Updates the City's Conflict of Interest Code at appointed intervals.

Accepts and certifies petitions, council nomination papers and other official documents.

Recruits for vacancies on boards, commissions, and committees and maintains an accurate legislative history of appointments and records of memberships.



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

Accepts subpoenas, summons and complaints on behalf of the City; researches and certifies information and documents for court actions, attorneys, other government agencies and the public.

Performs related duties as assigned.

Knowledge, Skills and Abilities:

- (A) Working knowledge of legal requirements, procedures and policies of the office of City Clerk; general municipal organization and administration; legal documents and contracts; modern principles and practices of office management, record keeping, and central filing systems; election codes and administration, including conflict of interest requirements; laws and procedures affecting public access to information; business vocabulary, grammar, spelling and punctuation; and word processing programs.
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to plan, organize, direct and coordinate the functions and activities of the City Clerk's office; interpret, explain, and work in accordance with a wide variety of codes, laws and ordinances; maintain effective centralized record keeping and filing systems; administer all special and general municipal elections; attend and accurately record the minutes of all City Council/Successor Agency; insure proper notification and public dissemination of information concerning official City actions; prepare accurate, comprehensive and concise reports; effectively represent the City Clerk's functions and City policies with individuals, organizations, representatives of the media, legal officials and representatives and other government organizations; establish and maintain cooperative working relationships; and basic principles of supervision and training.

SPECIAL REQUIREMENTS

Possession at time of hire and continued maintenance of a valid California Driver's License and safe driving record; and Notary Public Commission within six months; a Certified Municipal Clerk certificate is desirable, but not required.

Ability to work outside of standard business hours, including evening hours.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

APPLICATION AND TESTING PROCESS

Candidates must complete a City employment application, supplemental questionnaire, and submit a resume including current salary and five professional references. Include copies of any professional certificates. All completed application packets and resumes will be reviewed. Based on the information provided, the best qualified applicants will be invited for further examination. The examination process will consist of, but not be limited to, a formal panel interview. Top candidates will be invited for a follow-up hiring interview.

Application packets must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, by the filing deadline. No postmarks accepted. An application may be obtained by calling 831-475-7300 or by going to the City's website at www.cityofcapitola.org. Application packets will be reviewed for accuracy, completeness and job related qualifications.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

APPOINTMENT

Following appointment, a twelve month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

BENEFITS

Retirement: The City participates in CalPERS with a retirement formula of 2.5%@55 for employees with less than a six-month break in PERS-qualified employment. Effective 6-21-2015, employees will contribute 11.292% of their reportable salary towards retirement. Effective the first full pay period in July 2016, employees will contribute approximately 12.292% of their reportable salary towards retirement. For employees who have never been a member of CalPERS, the retirement formula is 2%@62 and employees currently contribute 6.5% of their reportable salary towards retirement.



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

Medical, Dental and Vision Insurance: The City offers five HMOs and three preferred-provider health plans. Dental and vision plans are also available. Effective 7-1-15, the City pays \$735 for employee, \$945 for employee + 1, and \$1155 for employee + 2 per month under a cafeteria plan. Employees are eligible for enrollment at time of hire. Insurance benefits become effective 30 days from date of hire.

Life Insurance: The City provides a \$50,000 policy + \$1,500 for each dependant.

Long Term Disability Insurance: The City provides coverage for the employee.

Deferred Compensation Plan: The City encourages and supports employee enrollment in a 457 deferred compensation plan.

Vacation: Twelve (12) days each year, increasing to 14 days after 2 years.

Holidays: Twelve (12) days per year, plus three (3) personal holidays.

Sick Leave: Twelve (12) days per year, with unlimited accrual.

Flexible Spending Account: Tax deferred employee contributions that can be applied to specified expenses (for example, child care, dental work, and medical expenses).

Employee Assistance Program: Includes personal/family counseling, legal and financial advice.

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.



NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.