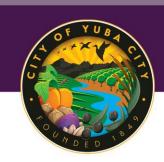# City Clerk Administrator

Background

- The City Clerk is elected every four years as provided by state law. The primary function of the City Clerk is to prepare the minutes from City Council meetings and arrange for ceremonial and official functions. The elected City Clerk earns a stipend of $75 per month.

- In addition to ceremonial functions, state law dictates that the City Clerk administer democratic processes such as elections, access to city records, and oversee all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act.

Background

- Patricia Buckland – Elected City Clerk
- Terrel Locke – Assistant to the City Manager (Retiring June 26, 2020)
  Provides significant staff support to ensure that the City remains in compliance with the requirements of the City Clerk position.

- Modify the organizational structure of City Administration in order to meet the management and operational responsibilities of the position of City Clerk:

  - <u>Add:</u> City Clerk Administrator (Mid-Manager)
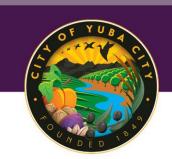   Effective June 2, 2020

  - <u>Remove:</u> Assistant to the City Manager (Executive Team)
    Effective July 4, 2020

- No changes to the salary compensation
- The City Clerk Administrator will report directly to the City Manager

Recruitment & Selection

- External Recruitment
- Tentative Timeline:
  - Open: June 5th
  - Close: June 29th
  - Supplemental Questionnaire: Week of June 29th
  - Spark Hire Video Interviews: July 6 - 17
  - Interviews: Week of July 27th
  - Final Panel: Week of August 10th
  - Final Selection: Week of August 17th
  - Pre-Employment Process
  - Estimated Start: Mid-September

Recommendation

- Adopt a Resolution authorizing the reclassification of the Assistant to the City Manager position to City Clerk Administrator

- Adopt a Resolution authorizing the Finance Director to amend the salary schedule to add a City Clerk Administrator job classification and remove the Assistant to the City Manager job classification