



The City of
SANTA MONICA, CALIFORNIA



invites your interest in the position of

CITY CLERK



Welcome to
Santa Monica,
C A L I F O R N I A

An Exceptional Career Opportunity

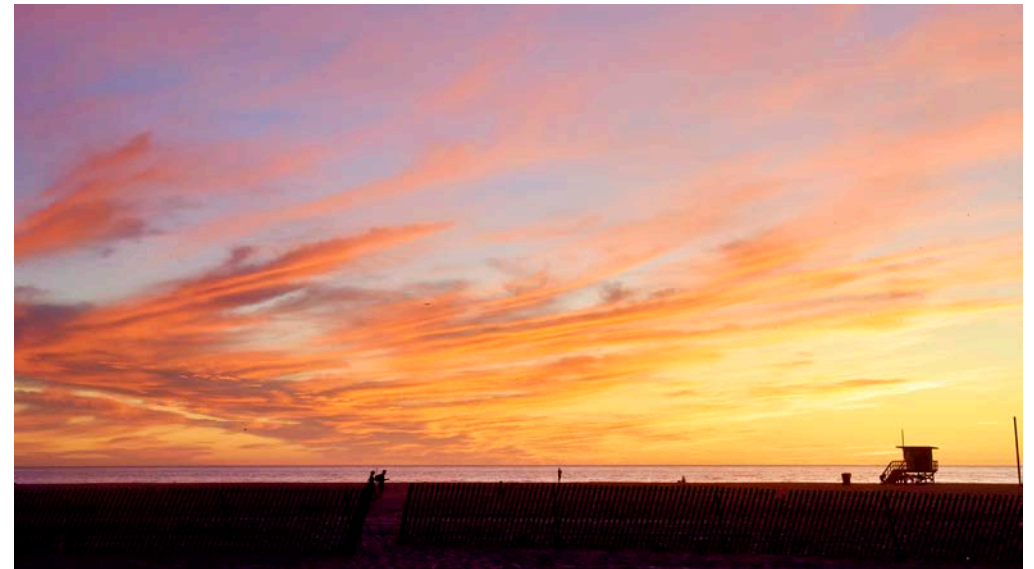
The City of Santa Monica is seeking a well-organized, respected, and energetic professional, with an understanding of the importance of quality service in local government, to serve as its next Director of Records and Election Services (City Clerk).



The Community

The City of Santa Monica is a beautiful beachfront community comprised of 8.3 square miles. Home to approximately 90,000 residents Santa Monica has earned an international reputation as a progressive, fully transparent municipality, well known for its high quality of life, innovative policies and programs, uniquely participatory local democracy, and commitment to social and economic diversity, equity, fair housing, the arts, and sustainability.

Residents, businesses, and visitors alike are attracted to Santa Monica, a community-centered, multi-cultural beach town, because of its desirable location and first-class amenities. The City offers beautiful neighborhoods, world-renowned beaches, the iconic Santa Monica Pier and Third Street Promenade, a thriving arts community, beloved local restaurants, excellent schools, exceptional health care including two local hospitals, award-winning City facilities, and plenty of sunshine.



The Government

Santa Monica is a charter city with a council-manager form of government. The City Clerk is a classified civil service position and reports to a seven-member, part-time City Council which is elected at-large and designates its own Mayor. The City provides a full range of services, including police and fire protection, water and wastewater, street maintenance, public landscaping, a regional transit system that serves 13.2 million riders each year, parking, parks and recreation, including 245 acres of beaches, five public libraries, planning, building and safety, the Santa Monica Pier, an airport, a cemetery, and a high level of support for social services, cultural programs, and public education.

As a AAA-rated city, the City's long-term financial strength reflects both a strong and diversified local economy and the City's history of strong and proactive financial management. The City has an adopted FY 2023-24 citywide operating budget of \$641.0 million, including over 2,000 full-time equivalent employees, putting the City on a financially sustainable track for the future.



The Department

The City Clerk oversees the Records & Elections Department consisting of 13 staff, including the Director, and a budget of \$2.8 million for fiscal year 2023-2024. The Department is organized into three divisions: Administration, Elections, and Support Services. The mission of the Department is to service the City upon which the City Council, all City departments, and the public rely on for information regarding the operations and legislative history of the City. In addition, the Department serves as the Elections Official, Political Reform Filing Officer, and Compliance Officer for the Public Records Act and local statutes. The Department also facilitates the democratic process by conducting City elections for voters and candidates. The Department provides essential support to the City Council and records Council proceedings; manages the City's records and responds to public requests for information; accepts federal passport applications; and provides mail and printing services to City departments.

The Position

The successful candidate will be expected to continue to lead the Records & Elections Department through independent judgment and initiative in establishing efficient and effective operations consistent with applicable laws, City policies, and administrative guidelines to represent a transparent and open government.

The selected candidate will be the direct point of accountability for effective operations and service delivery of the Department including election administration; records management and public records requests; digital imaging of the legislative history; support for the City Council, Boards, and Commissions; Municipal and Zoning Code Codification; Conflict of Interest and Campaign Disclosure filings; Domestic Partnership program; Lobbyist Registry; contract processing; legal notices and subpoenas; and other support services.

The Ideal Candidate

The ideal candidate will possess collaborative leadership skills providing exceptional service to the City and community. The next City Clerk will:

- ◆ Be a fair, ethical, and decisive leader whose guidance and decisions will embrace strong self-organization, planning and implementation, and problem solving with outstanding interpersonal and communication skills, a track record of successful management, and a team-oriented approach.
- ◆ Be highly adaptable with the ability to reprioritize projects based on sensitive time demands.
- ◆ Be very knowledgeable of various aspects of the Public Records Act and the Brown Act and in handling a multitude of questions and requests with the ability to maintain a calm, fair, and impartial demeanor.
- ◆ Be a Team player who fosters collaboration at all levels of the organization with an understanding that problems and solutions routinely cross department lines.
- ◆ Be a change agent who uses data and performance metrics to drive continuous improvement and achieve the results that matter most.
- ◆ Be a strategic thinker who understands the necessity of taking the long view and the high road to realize meaningful outcomes.
- ◆ Be knowledgeable about modern and emerging technologies associated with the work of the department.
- ◆ Possess substantial knowledge of the legal duties of the City Clerk including the ability to effectively respond to public information requests as well as negotiate conflict between policymakers, the general public, and various stakeholder groups, while maintaining positive relations throughout the organization.



The Ideal Candidate continued



Additionally, the next City Clerk must also be able to demonstrate:

- ◆ Superior Customer Service: Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve services in order to meet the changing needs of an active and engaged community and customer base.
- ◆ Civic Engagement: Enable and promote civic engagement and involvement through the electoral process, participation in public meetings, and outreach to and partnerships with schools, community organizations, and business and property owners.
- ◆ Technological Advancements: To further enhance the delivery and access of information to the public, provide the ultimate in transparency, and fully support the City's Leadership and policymakers.

In summary, the successful candidate will have the leadership skills to facilitate change, inspire teamwork, champion open government and transparency, advocate for citizen engagement, and at the same time be extremely adaptable. An appreciation for incorporating best practices in dealing with emerging technologies, including those pertaining to social media, is also essential for success. Finally, it goes without saying that sterling integrity and trustworthiness are also vital in this position of leadership for the City of Santa Monica.

Qualifications & Experience

Experience: Candidates must possess a minimum of seven years of increasingly responsible experience in performing complex administrative duties in a City Clerk's department, or equivalent experience in a similar government agency, including five years of management or supervisory experience. Experience in California is highly desirable.

Education: A bachelor's degree from an accredited college or university is required.

Certification: Requires possession of the Certified Municipal Clerk (CMC) or the Master Municipal Clerk (MMC) certification issued by the International Institute of Municipal Clerks.

Compensation & Benefits

The salary range for this position is \$192,912 to \$238,164. The City of Santa Monica offers a competitive benefits package, which includes, but is not limited to:

CalPERS Retirement: California Public Employees' Retirement System (CalPERS) retirement formula is based on appointment date and membership status with CalPERS.

Medical: The City pays 92% of the medical premium for employees and eligible dependents. Available plans: Kaiser, Blue Shield HMO, PPO, or HDHP plan.

Dental: City pays for HMO or PPO Delta Dental plan premiums for employees and eligible dependents.

Vision: City pays for Vision Service Provider plan premiums for employees and eligible dependents.

Retiree Medical Insurance: Upon eligibility, the City pays for retiree medical insurance employee only coverage up to age 70, as provided in the Executive Pay Plan (EPP) Resolution.



Compensation & Benefits continued

401(a) Plan: City contributes \$190 per month and employee contributes \$625 per month. If Employee elects one-time lifetime opt out of plan, employer contribution will be alternatively contributed to 457b plan.

Term Life Insurance: Twice annual base salary rounded to the nearest \$1,000, up to a maximum benefit of \$500,000.



Management Leave: 24 hours of non-cashable leave and 8 hours of cashable leave are available July 1st of each fiscal year. The non-cashable days must be taken by the end of the fiscal year and cannot be carried over to the following year. The cashable day must be used by or cashed out at the end of the fiscal year.

Vacation: 12 vacation days per year, which accrues at one 8-hour day per month. Following completion of the first six calendar months of service, the first six months of vacation leave accruals (48 hours) are accessible.



Sick Leave: One (1) sick leave day per month. Following completion of the first six calendar months of service, the first six months of sick leave accruals (48 hours) is accessible.

Holidays: 14 holidays, includes 2 floating holidays, one of which can be cashed out at the end of the fiscal year.

Tuition Reimbursement: \$2,500 tuition reimbursement

9/80 Work Schedule: Every other Friday off.

The city may consider assisting with moving expenses if relocation is within the city of Santa Monica. Out-of-area candidates are strongly encouraged to research the cost of living within a commutable distance before applying.



To Apply

Applicants must submit a completed on-line City Application via the City's [online application system](#) by February 19, 2024, to ensure initial consideration.

This is a confidential recruitment and will be handled accordingly throughout the various stages of the Civil Service process. References will not be contacted until mutual interest has been established. Final interviews will be scheduled with the top candidates who successfully complete the Civil Service process.

The initial screening of applicants is expected to be completed by late February or early March 2024. The start date for the new Director will be as soon as possible and, ideally, this will be in April 2024, or a mutually agreed upon date.

Confidential inquiries or requests for accommodation should be directed to Mr. P. Lamont Ewell, Ralph Andersen & Associates, at (916) 630-4900.



The City of Santa Monica is an Equal Opportunity Employer

The City of Santa Monica is a progressive, inclusive, and culturally rich community. As leaders in public service, the City strives to be an employer of choice by attracting and retaining a workforce where people of diverse races, religions, cultures, and lifestyles thrive. The City's goal is to create a welcoming and inclusive environment where employees are empowered to perform at their highest level and where their differences make a positive impact.

The City, as an equal opportunity employer, strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. The City aims to create a workplace that celebrates and embraces the diversity of its employees.

www.santamonica.gov