



Now accepting applications for

CITY CLERK

FOR THE CITY OF BELVEDERE

\$7,647.00 - \$9,295.00 Monthly

(Salary Currently Under Review. 4% COLA 7/1/23 pending Council approval.)





THE POSITION

Are you looking for a challenging high-profile, responsible role with a small, unique residential community? Would you like the opportunity to work closely with the City Manager, City Council, city staff and members of the community? If this is you, the City of Belvedere welcomes your application for the position of City Clerk.

The City Clerk is responsible for planning, directing, administering, coordinating, and overseeing the activities of the City Clerk's office, including serving as the Clerk of the City Council. This position performs a full range of highly responsible, confidential, and complex administrative and support duties in the conduct of the activities of the City Clerk's Office.

The City Clerk oversees assigned administrative processes, procedures, and programs; maintains official City records and processes City Council actions; coordinates City-wide public communications and outreach efforts, including updating the website, preparing press releases, newsletters, and related communications, and providing information and assistance to the public regarding programs and services supported by the City Clerk's Office. Working independently, this position will, as needed, refer to the City Manager for direction or clarification on matters of City policy and protocol.

THE IDEAL CANDIDATE

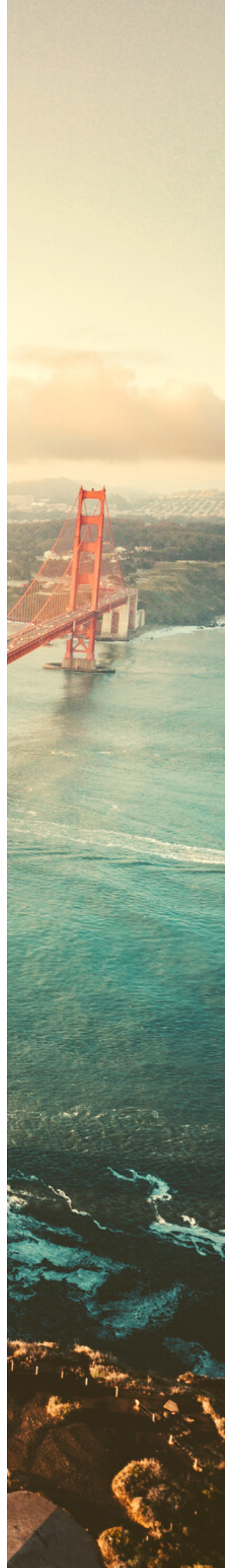
- Will be a self-starter with strong organizational and project management skills.
- Be detail-oriented and efficient in managing multiple projects, priorities, and deadlines.
- Possess excellent written and oral communication skills.
- Have knowledge of the Brown Act, Public Records Act, Political Reform Act, the Elections Code, Regulations of the FPPC, and sections of the California Government Code dealing with retention of public records.
- Possess Certification as a Municipal Clerk (highly desirable)
- Exercise tact, initiative, prudence, and independent judgment.
- Be knowledgeable of communications platforms, including website production and population; social media; print media; and newsletter production.
- Be available to attend evening meetings to support the City Council and Committees.

THE CITY

The City of Belvedere is a unique, affluent residential community of 2,400 residents located in beautiful Marin County, just north of the Golden Gate Bridge at the southern tip of the picturesque Tiburon Peninsula. The City was incorporated in 1896, is less than one square mile in size, and is surrounded on three sides by the waters of San Francisco. There are spectacular views of San Francisco, Angel Island, the Golden Gate Bridge, Sausalito, and Mt. Tamalpais.

COMPETENCIES

- **Accountability/Integrity** – The willingness to accept responsibility for themselves in service to the public.
- **Adaptability/Flexibility** - Able to shift gears comfortably.
- **Attention to Detail** - The ability to achieve thoroughness and accuracy when accomplishing a task.
- **Communication** - Effectively exchanges and conveys thoughts, options, and information verbally and in writing.
- **Customer Service** - The ability to maintain ongoing client relationships.
- **Inclusiveness** - Respects and values working in a diverse environment.
- **Interpersonal Relations and Skills** - Builds relationships based on mutual trust and respect.
- **Results Orientation and Execution** - Manages time and priorities effectively.
- **Teamwork** - Works collaboratively with others to achieve a goal.
- **Time Management and Organization** - Plans and executes plans for events, tasks, and processes in an efficient manner.



THE DEPARTMENT

The City Clerk's Office is responsible for a variety of day-to-day functions of the City including City elections, public meetings, city-wide communications, and maintaining and providing access to the official records of the City among which include:

- Administrative Policies
- Agendas and Minutes
- Financial Audits and Budgets
- Ordinances
- Resolutions



SALARY AND BENEFITS

Monthly Salary: \$7,647.00 - \$9,295.00 Monthly (Salary Currently Under Review. 4% COLA 7/1/23 pending Council approval.)

CalPERS Retirement Plan – 2% @55 (Classic) or 2% @ 62 (PEPRA).

Medical – City pays 100% of premium for employee + family coverage up to PERS Platinum plan rates.

Dental – City pays 100% of premium for employee + family coverage.

Vision – Coverage available through AFLAC; premium paid by employee.

Life Insurance – City pays 1x salary amount, up to \$100,000 maximum coverage.

Long Term Disability – City contributes 100% of premium.

457 Deferred Compensation – City contributes \$185 per month towards 457 Plan.

Vacation – 80 hours per year after 12 months of employment; increases after 3 years of employment.

Holidays – 11 paid holidays, plus 24 hours floating holiday pay

Sick Leave – 96 hours per year; accrual capped at 1,040 hours.

Administrative Leave – Up to 40 hours per year at City Manager discretion.



REQUIREMENTS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A bachelor's degree in communications, records management, public administration, information technology, or a related field.

Experience: Three (3) years of increasingly responsible experience performing administrative work in a municipal government or other comparable setting. Experience in city clerk functions and public elections is highly desirable.

Certificates, Licenses, Registration: Possession of, or ability to obtain, certification as a municipal clerk.

SELECTION PROCESS

Deadline to apply: Wednesday, June 14, 2023, at 5:00 PM (PST)

To Apply, Go To: <https://bit.ly/CityClerkBELV03>

Qualified candidates are required to submit a Cover Letter and resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their Application and Supplemental Questionnaire. All application materials must be submitted through the online tracking system.

Each candidate's background will be evaluated based on information submitted at the time of application. The exam process may consist of an application appraisal, written exam, and a preliminary remote screening interview. The most qualified candidates from the remote interview will be submitted for consideration for final selection by the City Manager.

Neither Regional Government Services nor the City of Belvedere are responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise Regional Government Services by emailing bduncan@rgs.ca.gov.



Regional Government Services

Contact: Barbara Duncan
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