



# PETALUMA

SONOMA COUNTY  
CALIFORNIA-USA



CITY CLERK

CAREER OPPORTUNITY





# WISH YOU WERE HERE





# HAVE YOU CONSIDERED A CAREER IN PETALUMA?

Life in Petaluma is the perfect mix of country and city, quirky and conventional. You can go to a farm to pick up fresh veggies, do a quick Target run, see some art from Burning Man, and go to the symphony all in the same day. Petaluma is biking, hiking and paddling. Petaluma is arts, music, shopping. Local food and craft beverages. This is a place that celebrates family and cultural diversity. But, most of all, Petaluma is a community of people who care about making this a place they're proud to call home. We think you'll like it here.

*“Petaluma: Sonoma’s Hidden Gem.”*

WINE SPECTATOR. OCTOBER, 2018.





# THE CITY ORGANIZATION

The City of Petaluma, located 40 miles north of San Francisco, is a full-service charter city with eight departments overseeing police, fire, infrastructure, water utilities, development review and administrative and support services. In addition to standard services, the city has a marina, airport, and transit service. Petaluma is led by six Council Members and the Mayor in a Council-Manager form of Government. Petaluma employs over 340 employees who serve a population of 62,000 people.

## HOW WE LIVE

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HISTORIC  
**160**  
YEAR OLD DOWNTOWN



POPULATION  
**62K**



**350** ACRES  
LOCAL RECREATION



**44** YEARLY  
EVENTS & FESTIVALS



AVERAGE  
**\$2,765**  
MONTHLY RENT



**21**  
DISTINGUISHED | BLUE  
RIBBON SCHOOLS



**\$700K**  
MEDIAN HOME PRICE





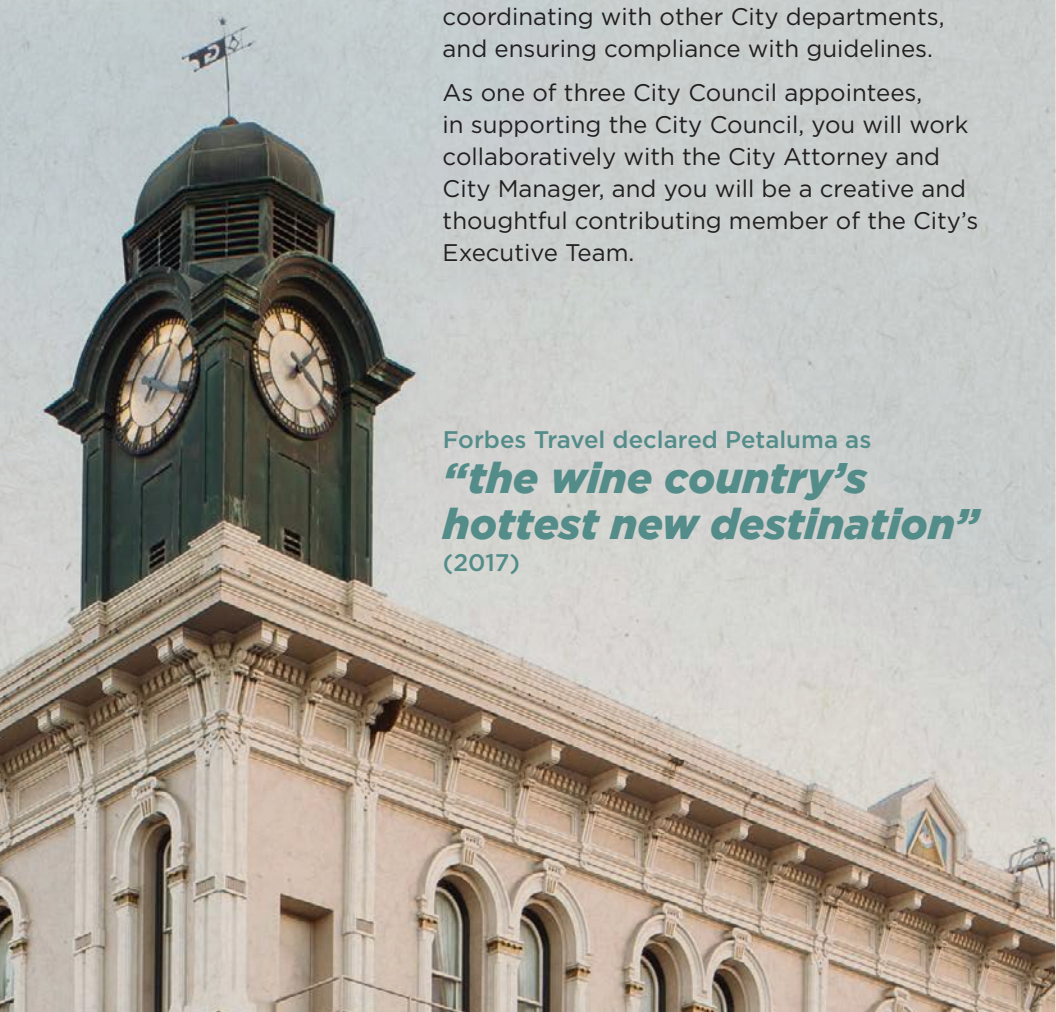
## THE JOB: CITY CLERK

The City Clerk's Office is staffed by the City Clerk and Deputy City Clerk and is responsible for ensuring transparency and open government to the community. The Council meets twice each month, and the Clerk's Office handles all preparation and distribution of the Council agenda and packet as well as recording of accurate motions and action minutes.

In addition, you will be responsible for the facilitation of consolidated elections with Sonoma County, filings with the FPPC, coordination of Public Records Act requirements, advertising and coordinating interviews for various City boards and commissions, and all other administrative support to the Mayor and Council. You will also be responsible for administration of the City's records management program, coordinating with other City departments, and ensuring compliance with guidelines.

As one of three City Council appointees, in supporting the City Council, you will work collaboratively with the City Attorney and City Manager, and you will be a creative and thoughtful contributing member of the City's Executive Team.

Forbes Travel declared Petaluma as  
***“the wine country’s  
hottest new destination”***  
(2017)





## THE IDEAL CANDIDATE

As the City Clerk, you will join an organization where you can see the results of your work. You will bring the knowledge and proven experience to assess current operations of the City Clerk's Office and institute innovative processes, modifications, and technological efficiencies where necessary.

- You possess high emotional intelligence, and strong communication and interpersonal skills.
- You are detail oriented and possess strong organizational skills.
- You embrace technological solutions that streamline processes, enhance document and records access, and improve customer service.
- You have the ability to stay calm under pressure.
- You are "Switzerland."
- You are passionate about local government and community service.
- You are excited to join a team where new initiatives are coming from the leadership, and you're ready to hit the ground running as a member of the team.
- You possess a minimum of five years' experience supporting an elected or appointed body within a local government agency.
- A Bachelor's degree is required; a Master's degree is highly desirable.
- Certification as a Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is highly desirable.

## THE BENEFITS

- **SALARY RANGE:** Appointment made depending on qualifications of the selected candidate.
- **CALPERS RETIREMENT PACKAGE**
  - 2% at 60 for classic CalPERS Members
  - 2% at 62 for PEPRAs CalPERS Members
- **MEDICAL:** Up to \$1,904.38 monthly for family health coverage (2019 plan year).
- **LIFE:** 1.5x base salary up to \$200,000.
- **DENTAL & VISION:** Full coverage for employees and eligible family members.
- **LEAVE HOURS / YEAR:** Vacation: 80 hours; Sick: 96 hours; Administrative: 80 hours; Holidays: 12 fixed and 1 floating, increasing with seniority.
- **FLEXIBLE WORK WEEK:** 4/10 work week, with Friday off. This schedule is revisited by the City Council and could change.



## TO APPLY

Please visit our website to learn more about this exciting opportunity and apply.

### PECKHAM & MCKENNEY

[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Contact Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.

### SEARCH SCHEDULE

Filing Deadline .....	June 29, 2020
Preliminary Interviews .....	July 6-7, 2020
Recommendation of Candidates .....	July 10, 2020
Finalist Interview Process .....	July 17 and 20, 2020

*These dates have been confirmed, and it is recommended that you plan your calendar accordingly.*

