



CITY OF SANTA INVITES YOUR INTEREST IN THE POSITION OF

CLERK OF THE COUNCIL

www.santa-ana.org/cotcjob

ABOUT SANTA ANA

Santa Ana is located 33 miles southeast of Los Angeles and 90 miles north of San Diego. It is the county seat of Orange County and is the location of the county's primary county, state and federal government buildings and courthouses. Santa Ana encompasses an area of approximately 27 square miles. It is the second largest city in Orange County, with a population of over 310,000.

Proud of its rich history and cultural diversity, the City boasts an active arts and cultural community, including theaters, concert halls, municipal zoo, Artists Village, Discovery Science Center and Bowers Museum of Art. Additionally, world-famous amusement parks and beaches are just minutes away. The City's diverse business community benefit from the City's ideal location, a regional transportation center, and easy access to five major freeways. Over 50% of the City's land is dedicated to residential use, with an additional 30% used for commercial and industrial purposes. Schools, public parks and vacant land comprise the remainder of the City's property. The City has housing units, consisting primarily of single-family detached homes and multiple-family homes such as duplexes, as well as some townhouses and mobile homes. Santa Ana is currently developing exciting improvements in its charming city center and surrounding areas including the OC Streetcar, the first modern streetcar project in Orange County. This will serve Santa Ana's vibrant, revitalized downtown, which includes government offices, courthouses, colleges, an artists' village and a thriving restaurant scene. The luxury condominiums, mixed-use projects and both new and historic homes surrounding this modern transportation system will mix to energize this dynamic urban environment and make Santa Ana a destination for residents, businesses and visitors.

THE ORGANIZATION

The City of Santa Ana was founded in 1869 and it became a charter city in 1952. Santa Ana has a City Council-Manager form of government. The City Council is comprised of a mayor and six council members that are elected by geographic ward. Council members are elected to four-year terms with a three-term limit and the mayor is elected to two-year terms with a four-term limit. The City Council hires the City Manager, the City Attorney and the Clerk of the Council. The City Council also makes appointments to City Boards and Commissions. The City Manager is ultimately responsible for the appointment of all other employees of the City and appoints the Executive Directors of the City's agencies. The City government consists of the City Manager's Office, City Attorney's Office, Clerk of the Council's Office, Community Development, Finance, Human Resources, Information Technology, Library, Parks, Recreation and Community Services, Planning and Building, Police and Public Works. The Orange County Fire Authority provides fire protection and emergency medical services to the City of Santa Ana. The City's budget is \$760.2 million for FY 2022-23 and 1,342 full-time employees.

THE POSITION

Under general direction of the City Council, the Clerk of the Council plans, organizes, directs and coordinates the activities of the Clerk of the Council's Office, facilitates the legislative policymaking process, accurately records and validates the proceedings of the City Council, provides for timely and thorough access to the public records, conducts the City's elections and carries out responsibilities mandated by the Political Reform Act. The Clerk of the Council also maintains the city's legislative history, administers and conducts special and general municipal elections and coordinates and administers all activities related to City Council regular and special meetings.

The Clerk of the Council's Office is responsible for the care of official records and documents of the city such as agendas, minutes, resolutions, ordinances, and for providing and maintaining legal and historical records and information. The Clerk of the Council is the official record-keeper of the City of Santa Ana. The office coordinates all municipal and special elections held by the City, coordinates the annual boards, commissions, and committees' recruitment process, administers the records retention and destruction policy, and receives official filings required by the Fair Political Practices Commission, such as the Campaign Contribution Reports, Statements of Economic Interest, and other such filings. The Clerk of the Council's Office prepares and posts the City Council meeting agendas.



The Clerk of the Council's Office has seven (7) full time employees with a FY 22-23 budget of \$1.47 million to manage two main activities, Administration and Elections:

In the Administration function, the Clerk of the Council's Office performs functions that are largely mandated by law (Brown Act, Maddy Act, Public Records Act, City Charter and City Municipal Code among others). Other administrative functions include preparation and management of legal notices, agendas, minutes, deeds, contracts, ordinances, resolutions and other documents (Granicus, Legistar); maintenance of the City Charter, City Municipal Code and electronic legislative files; and coordination of the Citywide records retention schedule (Laserfiche).

In the Election function, the Clerk of the Council's Office administers City elections and City election notices, communicates election results, administers the candidacy and nomination process and generally oversees the conduct of elections. Voting services are provided by the Orange County Registrar of Voters by contract with the City. Additionally, the Clerk of the Council is the local filing officer for the Fair Political Practices Commission (FPPC) and maintains FPPC records.

For more information about the Clerk of the Council Office, visit:
<https://www.santa-ana.org/departments/clerk-of-the-council>

IDEAL CANDIDATE

The City of Santa Ana is seeking a strong and experienced Clerk of the Council to effectively manage a talented and service-oriented staff in supporting the City's progress toward achievement of the City's and the Council's goals and objectives. The ideal candidate will be a proven self-starter who is service-focused, fair, ethical, detail-oriented and technologically progressive. The Clerk of the Council must be a results-oriented professional who provides technical guidance and instruction in an easy-to-understand manner and offers solutions to the questions and issues that one faces in a large, diverse and action-oriented municipal organization.

A key aspect of the position is maintaining a proactive partnership with all of the City's elected officials and City staff in providing guidance and assistance on legislative processes and legal mandates. The ideal Clerk of the Council is accessible to all of the City Council members and will demonstrate responsive, confident and apolitical leadership exercising a high degree of ethics and integrity. The Clerk of the Council also partners with other City departments to facilitate effective administrative processes that ensure transparency and compliance with government laws and standards. A successful employee will see the position as a strategic partner with other departments, the County's Registrar of Voters and the California Secretary of State and strives to promote strong communication and cooperative relationships.

The Clerk of the Council will be organized, positive, forward-thinking and able to anticipate the issues of the future but approach day-to-day challenges in a practical, efficient, get-it-done manner.

- Demonstrates leadership, integrity and honesty in all aspects of service.
- Responds to and administers public records requests promptly and within legal parameters.
- Politically astute, yet politically neutral.
- Maintains productive relationships with the County Registrar of Voters and the California Secretary of State.
- Educates and works collaboratively with City departments on processes and procedures and assists them in performing their responsibilities in conformance with City and legal requirements.
- Patiently and helpfully provides information, documents, and instruction to City staff and residents to ensure they feel welcomed and are treated with respect.
- Encourages skill development and professional growth in staff members.
- Possesses well-developed organizational skills and has the ability to balance numerous projects and issues.
- Takes the initiative to research legal requirements and best practices and independently makes decisions.
- A "people person" who is sincerely personable, patient, calm and accessible.
- Leads by example; sets high standards for staff and works shoulder-to-shoulder with them to achieve the City's goals.
- Has a passion for public service and a genuine enthusiasm for municipal government.



MINIMUM QUALIFICATIONS

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in public or business administration or related field
- Three (3) years of responsible management and supervisory experience involving the administration of a City Clerk's or similar office.
- Certification as a Municipal Clerk is recommended but not required.
- Bilingual fluency in Spanish or Vietnamese is desired.

COMPENSATION AND BENEFITS

The City has an exciting and comprehensive compensation package:

Salary: Salary is commensurate with the successful candidate's experience and qualifications.

Retirement: CalPERS 2.7% @ 55 formula for Classic members with Employer Paid Member Contribution (EPMC) which employees pay 8% toward the City's contribution as cost-sharing. CalPERS 2% @ 62 formula for New members which employees pay 7% member contribution.

Medical and Dental Insurance: Various medical choices provided through CalPERS (HMO and PPO) and dental coverage. Employees who waive medical and/or dental coverage receive a cash-back benefit.

Medical Retirement Subsidy Plan: Employee contributes 1.25% to a fund that helps pay for medical premium at retirement.

Vision Flexible Spending and 457 Deferred Compensation Plans: Available at employee's expense.

Life Insurance: Three (3) times salary not to exceed \$300,000. Optional additional coverage is available for employee and dependents.

Vacation: 120 hours per year, increasing to 200 hours after 19 years of service.

Management Vacation Benefit: 100 hours per year.

Sick Leave: 96 hours per year with a maximum accumulation of 2,000 hours.

Car Allowance: \$6,000 per year.

Electronic Device Stipend: \$100 per month.

Bilingual Pay: \$175 per month (if applicable).

Long Term Disability: City pays 100% of the plan cost.

Holidays: Eleven days and one floating holiday (96 hours per year).

Work Schedule: 9/80 plan.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exciting career opportunity, please complete and submit a City application form online at www.santa-ana.org/cotcjob by Sunday, September 18, 2022 at 11:59 p.m. Please include a cover letter and resume with your application.

Applications will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity, please contact James Murray at jmurray@santa-ana.org or 714-647-5371.

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