



CITY OF NATIONAL CITY, CA

INVITES YOUR INTEREST IN THE POSITION OF

DEPUTY CITY CLERK

ANNUAL SALARY IS UP TO \$94,179

PLUS EXCELLENT BENEFITS PACKAGE



THE COMMUNITY

The City of National City is a vibrant, socio-economically diverse community. National City's multi-cultural population, mild climate and central location make National City an ideal place to live and work.

The City takes great pride in its rich history and traditions, diverse cultures, dynamic and progressive atmosphere, strong community spirit, schools, neighborhoods and vibrant business districts. National City, San Diego County's second oldest city, is truly "In the center of it all." A thriving bi-national region of 5 million consumers, the City's competitive edge is its central location, transportation network, and business industry. National City is positioned for prosperity, with proximity to the San Diego Bay, US-Mexico border, downtown San Diego, international airport, rail, San Diego State University, and other colleges and universities. National City is circled by interstates 5 and 805, and highways 54 and 15. The National City Marine Terminal, part of the Unified Port of San Diego, is the most advanced vehicle import and export facility on the West Coast, processing more than 270,000 vehicles annually. National City's port area extends three miles along San Diego Bay and is part of the largest U.S. Navy installation on the West Coast. The City's four major parks include El Toyon Park, Kimball Park, Las Palmas Park, and Sweetwater Heights Park – including a Golf Course, as well as six recreation centers and two senior citizen centers. The City boasts 10 elementary schools, 2 middle schools, 1 high school, and 1 community college.

THE ORGANIZATION

The City of National City is a full-service general law city operating under a council-manager form of government. The Mayor and City Council are elected at large for a term of four years. The citizens of National City also elect the City Treasurer and City Clerk. The City Council is responsible for setting policies, enacting ordinances, adopting the budget, reviewing the General Plan, appointing committees, and appointing the City Manager and City Attorney. With approximately 360 employees, National City is organized into the departments of City Manager, City Clerk, City Attorney, Finance, Fire, Police, Housing, Community Services, Library, Engineering/Public Works and Community Development.

CORE VALUES

National City is built on a set of core values that are used to carry out our mission and vision. Our employees serve as ambassadors of our values every day. We hold ourselves accountable, and we use them to guide the decisions we make.

- Customer Service
- Culture of Courtesy
- Collaboration
- Communication
- Commitment to our Community

For more information on the City of National City, please visit www.nationalcityca.gov.

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THE CITY CLERK'S OFFICE

The primary role of the City Clerk's Office is to promote open government and transparency of information by providing a link between citizens and government. The Office of the City Clerk serves as the compliance center for federal, state, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act. This is achieved by coordinating the legislative process, administering city elections, and managing city records with integrity, accuracy and independence.

Under the general direction of the Assistant City Manager, the Deputy City Clerk is responsible for the daily operations of the City Clerk's Office, including management of office functions and staff. The Deputy City Clerk manages the division budget and supervises one direct report. Additional key areas of responsibility include:

- **Election Coordination:** Provides expertise in support of special and regular elections by providing direction and coordination of election functions.
- **City Clerk and City Council Relations:** Serves as an advisor to the elected City Council and City Clerk by aiding with City Council agendas, attending meetings and educating City Council candidates on the election process.
- **Leadership:** Develops and leads a dedicated office staff in providing excellent service while developing operational priorities, goals, and objectives for the City Clerk's Office and working collaboratively with the elected City Clerk.
- **Compliance Oversight:** Actively engages in activities to ensure compliance with federal, state, and local laws, including developing procedures for Open Records Act requests.
- **Records Management:** Direct records management functions in a rapidly changing environment.



POSITION OVERVIEW / RESPONSIBILITIES

The Deputy City Clerk is responsible for planning and organizing to ensure the proper handling of City records and the other essential duties of the City Clerk's Office. This is an unrepresented, advanced journey-level management position reporting directly to the City Manager or designee, and acts as City Clerk in absence of the part-time, elected City Clerk as directed.



The position's key functions include: Oversees and maintains the official records for the City; Prepares Ordinances, Resolutions, and other City documents for certification; administers and maintains the National City Municipal Code; serves as the Elections Official, administers and coordinates General and Special Elections; maintains a records management system and records retention schedule for records of the City, and works closely with City departments to ensure their compliance with all records management and retention schedules; prepares minutes for City Council, Housing Authority and other administrative bodies; records and maintains legislative actions of City Council meetings on document imaging and computer software systems; analyzes new approaches to electronic management and public access of City records; receives petitions relating to initiative, referendum, or recall and administers the process on behalf of the City; serve as filing officer for campaign disclosure statements and statement of economic interests under the Political Reform Act; accepts subpoenas and all claims filed with the City, and maintains a log; processes documents for filing with the County Recorder's Office (deeds, liens, etc.); performs administrative duties related to street vacations, annexations, unsafe/substandard property, nuisance proceedings, hazardous materials incidents, abandoned vehicles, and weed and sewer abatement; sets public hearing before the City Council and provides notice as required by law; maintains appointive list of all City Commissions/Boards, including list of interested applicants and coordinates appointment process; advises City Council on term expirations; and administers oaths or affirmations of office; provides support to City boards and commissions, when necessary; performs research and responds to inquiries from the public and staff requesting public records; maintains contracts, bonds, insurance certificates, etc., for projects in the City; registers voters; manages all incoming and outgoing central mail for City Hall; performs other related duties as required.

THE IDEAL CANDIDATE

The ideal candidate will be a strong manager and relationship builder with the ability to demonstrate adaptability in a complex and ever-changing environment. Competitive candidates will possess proven administrative and supervisory experience in a municipality and have a strong understanding of the City management form of government. The current elected City Clerk/Records Manager will retire



in December after 46 years of service to the City. The part-time City Clerk position will remain elected. The recently created Deputy City Clerk position will bring new perspective and possess the ability to evaluate and improve processes and procedures to enhance services. A transparent, and motivating leadership style that fosters a culture of respect, collaboration and consistent accountability is desired.

Additional characteristics being sought include:

- Excellent communication skills with a sense of humor.
- Ability to build relationships and collaborate effectively at all levels of the organization, including working collaboratively with the elected City Clerk and City Council, and appointed City Manager and City Attorney.
- Innovative, self-starter unafraid to take initiative, with experience leading cross departmental project teams.
- Politically astute with the ability to understand the broader role of the City Clerk's Office and Records Management within the organizational structure.
- Effective supervisor able to motivate and mentor others.
- Ability to read, interpret, and convert ordinances, policies and procedures to assist with practical application.

EXPERIENCE AND EDUCATION

To qualify for the position, the ideal candidate must possess a combination of experience and education that produces the required knowledge, skills, and abilities. A typical combination of experience and education for this position would include:

- Minimum Experience of three (3) years of office and records management experience, including two (2) years supervisory experience. Proficiency in computer systems and certification as a municipal clerk are highly desirable.
- Education: Bachelor's degree in public or business administration, information technology, records management, or closely related field from an accredited college or university.

COMPENSATION / BENEFITS

The salary for this position is up to \$94,179 annually depending on experience and qualifications. The City of National City also offers an attractive benefits package that includes participation in CalPERS (California Public Employees' Retirement System) with a pension formula of 2% @ 60 (for Classic PERS members) and 2% @ 62 for new PERS members. Employees currently contribute 8% of pre-tax wages.

For complete employee benefits information, visit: www.nationalcityca.gov/government/human-resources/employee-benefits-incl-mou-s



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.nationalcityca.gov to apply online.

Filing Deadline: Thursday, September 17, 2020 by 6:00 p.m.

Following the closing date, applications and resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interviews. Candidates will be advised of the status of the recruitment following finalist selection.

If you have any questions, please contact the

**Human Resources
Department
at
(619) 336-4300 or
email at
hr@nationalcityca.gov.**

The City of National City is an equal opportunity employer. We value workforce diversity and seek to create an inclusive culture that embraces innovation and your contributions.

All qualified applicants are considered.