



CITY OF VERNON
4305 Santa Fe Ave.
Vernon, CA 90058

INVITES YOUR
INTEREST IN THE
POSITION OF

CITY CLERK



EXCLUSIVELY INDUSTRIAL

THE COMMUNITY

The City of Vernon is an industrial city of 5.2 square miles located about five miles to the southeast of downtown Los Angeles.

Founded in 1905 as the first exclusively industrial city in the Southwestern

United States, its residential population is 115. Vernon currently houses more than 1,800 businesses that employ approximately 50,000 people, serving as a vital economic engine for the region.

Vernon offers an environment uniquely friendly to business and is home to many Fortune 500 companies in industries that include food and agriculture, apparel, steel, plastics, logistics and home furnishings. Vernon maintains strong philanthropic ties with the neighboring communities where much of its workforce lives, providing significant support for public services such as recreation and education.



Over the years, Vernon's city government has grown into one of the most efficient and business friendly in the region. This is due to several factors including:

- Vernon Offers an array of municipal services tailored to meet the needs of the business community.
- Vernon is one of 61 cities in the United States with a Class 1 rated fire department and one of four cities in California with its own health department, specializing in industrial issues.
- Low tax levels
- City-owned and operated utilities, offering low rates for water, electricity, gas and fiber optics.
- Vernon is a finalist in the 2014 Los Angeles County Economic Development Corporation's "Most Business Friendly City" award competition for cities with less than 50,000 residents; Vernon won the award in 2008.



THE ORGANIZATION

The five members of the City Council are elected at large, on a non-partisan basis, for five year staggered terms and, as a result of 2011 Charter amendments, no person may serve more than two full terms of office. The Mayor is selected by the Council.

The City's total budget for FY 2014-15 is almost \$343 million (the General Fund budget is almost \$53 million) with approximately 250 employees.

Vernon continues on the path towards creating greater accountability and transparency with the goal to create a model government.

In February 2012, former California State Attorney General John Van de Kamp was appointed as the Independent Reform Monitor to:

1. Report on Vernon's compliance with laws governing conflicts of interest and/or transparency in government.
2. Make recommendations to improve and enhance the City's existing practices, procedures and policies.
3. Review the City's governance reform measures and initiatives and recommend measures and initiatives in the best interest of the City.

Key challenges and opportunities facing the City Clerk include:

- Working collaboratively with the City's executive team and elected and appointed officials to further the City's efforts to become a model city.
- Serving a new and expanded residential population.
- Conducting general municipal elections annually and special elections as needed.

THE POSITION

The City Clerk's role is to plan, direct, supervise, and coordinate all activities of the City Clerk's Office, including those related to Council meetings, City elections, and public records in accordance with applicable laws, codes, policies, and procedures.



The City Clerk is considered an important member of the team — the City Council, City Administrator, Department Heads and staff — that has been assembled to successfully address and respond to the myriad of issues that Vernon faces on a daily basis.

The City Clerk supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains and coordinates public accessibility of City information.



The City Clerk assures that security protocols are followed, and all reports and paperwork are completed in a timely manner; updates,

corrects, retrieves, and releases information according to procedures; assures the absolute confidentiality of the City's confidential records and information; verifies that official City activities are in compliance with federal and state laws and regulations and City policies; works independently and makes appropriate decisions based on knowledge of City policies; performs duties within scope of authority.



ESSENTIAL JOB FUNCTIONS

This is not a comprehensive listing of all functions and duties performed by incumbents in the City Clerk classification:

- Serve as Clerk to the City Council.
- Coordinate the preparation of Council agendas and supporting material including public notification, technical and legal documents; attend agenda conference; publish, issue, and post final agenda.
- Direct the preparation, publication, distribution, filing, indexing, and safekeeping of Council proceedings, minutes, and actions.
- Plan and direct the processing of ordinances, resolutions, bond issues, annexations, vacations, assessments, charter amendments, initiatives, referendum, recall petitions, and other related documents.
- Maintain the City Municipal Code; certify City documents; attest to proper execution of all public documents.
- Serve as the custodian of the City Seal, official City records, and official municipal documents; plan and direct the City's records retention/preservation program in compliance with legal requirements and City policy.
- Oversee the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administer oaths and affirmations.
- Plan and direct municipal elections including managing the dissemination, and return of ballots and the filing of all required technical documents; oversee and/or perform notary public duties.
- Serve as filing officer and official for state and local campaign statements and conflict of interest codes of the City Council advisory bodies and all designated employees under the Political Reform Act.
- Receive and process petitions, claims against the City, and lawsuits.
- Analyze, review, and make recommendations regarding office procedures.
- Prepare, administer, and control department budget.

THE IDEAL CANDIDATE

The ideal candidate is someone who can properly prioritize his/her workload, follows through, and who is detail oriented, well organized, decisive and has a sense of urgency. He/She should be a team player who is open and approachable; able to identify, select and motivate subordinate staff; and can handle ambiguity. Furthermore, he/she should be responsive, in a timely manner, to requests from the Council, City Administrator and Department Heads. He/She must be politically astute, hardworking, energetic and confident, with a "can do" attitude. Finally, the City Clerk needs to be trustworthy, ethical and articulate, and have good people skills.

Education Training and Experience:

Bachelor's Degree in Public or Business Administration, or closely related field; AND five years of responsible experience involving the administration of a City Clerk or similar municipality office including at least three years of supervisory experience.

License and Certification Requirements:

A valid California State Driver's License is required.
Notary Public license is required.
Certified Municipal Clerk (CMC) Certificate is desirable.

Knowledge of:

Federal and state laws and statutes governing municipal operations, public records, and open meetings, including California Public Employment Relations Board, the Meyers-Milias-Brown Act, California Public Records Act, California Elections Code, California Political Reform Act and the Federal Voter Rights Act.

City ordinances, codes, policies, resolutions, and agreements.

Federal and state laws and regulations governing City administration and elections.

Parliamentary practices and procedures governing public meetings.

Principles and practices of record keeping, confidential records management, and records retention.

Skill in:

Explaining and applying state and federal rules and regulations and statutory standards.

Researching, reviewing, correcting, and maintaining complex and extensive public records.

Monitoring the City's compliance with all laws, regulations, and rules.

Establishing and maintaining effective working relationships with the City Council, City Administrator, City Attorney, City departments and staff, regional government agencies, and the public.

Communicating effectively verbally and in writing.

Compensation:

The proposed monthly salary range for this position is \$10,874 - \$13,217. Salary placement depends upon qualifications. In addition, benefits are provided which include: vacation, holidays, sick leave and administrative leave; medical, dental, vision and life insurance aggregate allowance of \$12,600 per year; pre-tax supplemental insurance plans offered through AFLAC, Colonial Life, and Mutual of Omaha; the option of participating in a Section 125 IRS Plan for reimbursement of dependent care and medical costs; retirement through the California Public Employees Retirement System (CalPERS), with a 2.7% at 55 formula for classic members (classic employees pay an 8% contribution) and a 2% at 62 retirement formula for new members (new employees pay at least 50% of normal costs); 457 deferred compensation plan available at employee cost (City does not contribute); the City does not participate in Social Security; credit union membership available. The City has a 4-10 work schedule.



HOW TO APPLY

To apply for this outstanding opportunity to work for a dynamic, growing and progressive City, please visit our website at www.cityofvernon.org to apply online. The City of Vernon is an Equal Opportunity Employer.

Filing Deadline: Thursday, November 13, 2014

If you have any questions, please do not hesitate to contact the Human Resources Department at (323)583-8811 ext. 166.