



CITY OF STOCKTON

*invites your interest in the position of*

**City Clerk**

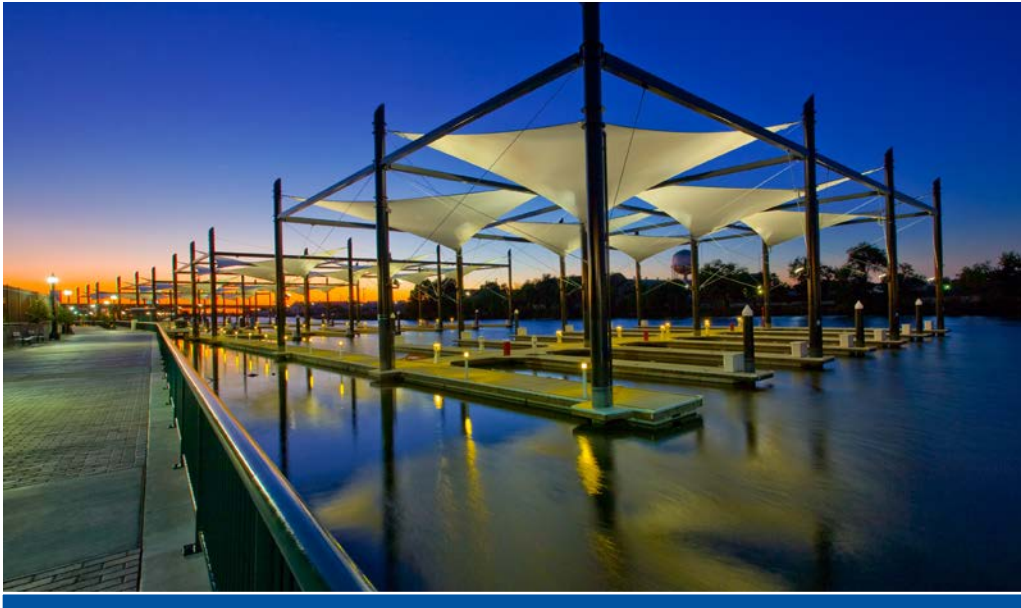


Recruitment Services Provided by Ralph Andersen & Associates



# An Exceptional Career Opportunity

*The City of Stockton is seeking a well-organized, respected, and energetic professional, with an understanding of the importance of quality service in local government, to serve as its next City Clerk. This position entails more than just managing records and ensuring compliance with laws and regulations. It involves finding innovative solutions to enhance transparency, efficiency, and public engagement within the City.*



# Stockton Today



Located in California's great Central Valley, Stockton has grown from a community with rich agricultural roots to an urban destination with a rich arts and culture scene, fine dining, shopping, sports, recreation, and family activities. With a multi-ethnic and multi-cultural population of over 320,000 residents, Stockton is the 11th largest city in California. It is centrally located 60 miles east of the San Francisco Bay Area and 45 miles south of Sacramento, offering an easy and scenic drive to numerous world-famous attractions such as Lake Tahoe, Yosemite National Park, and the California Coast. In addition, Stockton has many local natural resources, including the San Joaquin Delta.



The community has a long tradition of established families who have called Stockton home for generations and many new residents have chosen Stockton as the community in which to live and raise their families. The City has a number of beautiful residential neighborhoods along waterways and tree-lined streets, and it offers an affordable cost of living with home prices about one-third the price of Bay Area homes. With its comfortable California lifestyle, Stockton is enriched by the pleasures of metropolitan living without the congestion, overcrowding, and expense. Stockton is the seat of San Joaquin County, where wine grapes have recently become one of the leading crops, transforming the region into one of California's premium wine districts. The robust and thriving Port of Stockton has direct waterway access to the San Francisco Bay and provides domestic and international distribution of dry and bulk cargo, containerized cargo, and handles ships from all over the world.

# Stockton Today *continued*

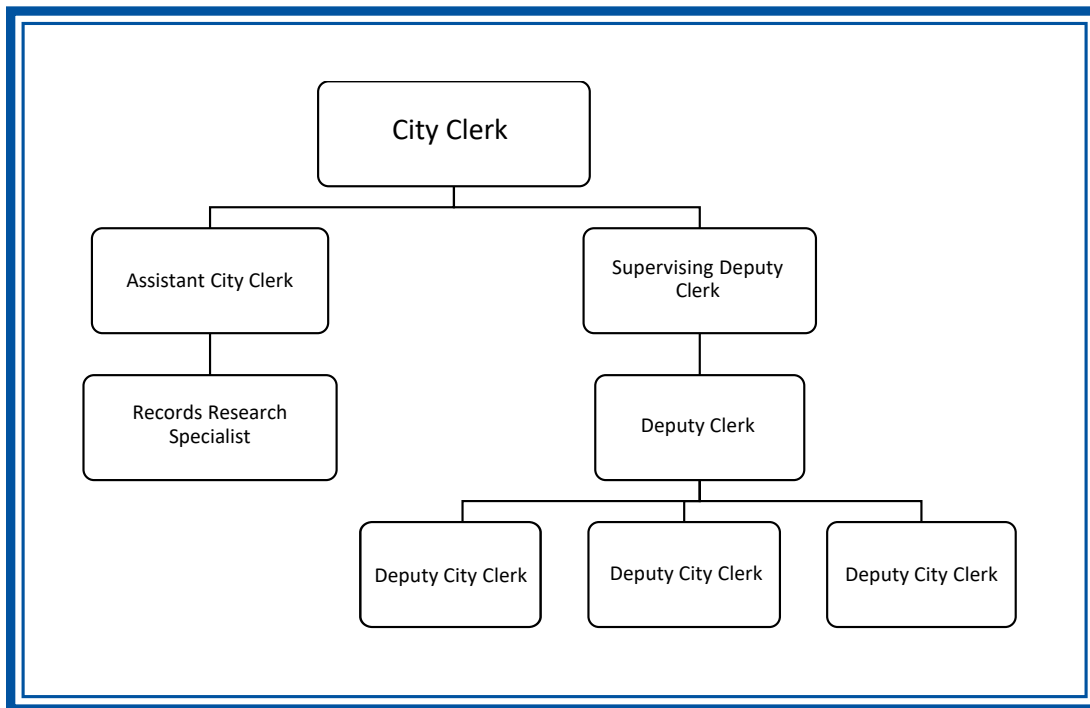
Home to several well-known higher education institutions, including the University of the Pacific, California State University – Stanislaus, Stockton Center, and San Joaquin Delta Community College, Stockton offers a variety of private and vocational schools. Year-round events and activities make Stockton a destination for venues and attractions such as the award-winning Stockton Flavor Fest, Annual Jazz Brubeck Festival, the Haggin Museum, Bob Hope (Fox California) Theatre, Children’s Museum, and the Stockton Symphony. The 10,000-seat multipurpose, waterfront Stockton Arena is home to the Stockton Kings – the G-League affiliate of the NBA Sacramento Kings. The adjacent 5,000-seat Stockton Banner Island Ballpark, frequently ranked as one of the nation’s top minor league ballparks, is home to the Stockton Ports single-A minor league baseball team – affiliate to the major league Oakland Athletics.

## The Organization

The City of Stockton is a full-service, Charter city with a Council/Manager form of government. The Mayor is elected citywide, and the six Council members are nominated and elected within their respective districts. The City is one of the largest employers in Stockton with 1,800 full-time employees and has a FY 2024-2025 annual budget of \$955 million. The City Council directly appoints the positions of City Manager, City Attorney, City Auditor, and City Clerk. All other departments report to the City Manager, including Administrative Services, Human Resources, Community Services (Library and Recreation), Economic Development, Public Works, Information Technology, Municipal Utilities, Fire, Police, and Community Development. Stockton’s organizational culture is based on high performance, trust, and collaboration, and the executive management team is characterized by highly skilled, experienced leaders.

# The City Clerk's Office

The City Clerk provides day-to-day leadership to an office of 8 Full-Time Equivalents (FTEs) and an operating budget of \$1.35 million. The Office of the City Clerk administers municipal elections; ensures compliance of open meeting, public record, and campaign and conflict of interest filing requirements; administers the City Records Management System, Conflict of Interest and Campaign/Election Disclosure filings, contract processing, and various regulatory notices; attends all Council meetings and assigned City meetings; and preserves associated records and meeting recordings. Local elections are administered by San Joaquin County with support from the City Clerk.



The Office of the City Clerk is committed to finding creative solutions to developing and delivering services to the public as well as City staff. Constant refinements and improvements to the City's internal management procedures and systems are essential to the Office of City Clerk's ability to deliver the level and quality of service expected by the City and community.

The City Clerk is one of four (4) Chartered positions, including the City Attorney, City Manager, and City Auditor. The City Clerk is appointed by, and serves at the pleasure of, the City Council and receives administrative direction from the Council.



# Opportunities & Challenges

Key areas for future success include the following areas:

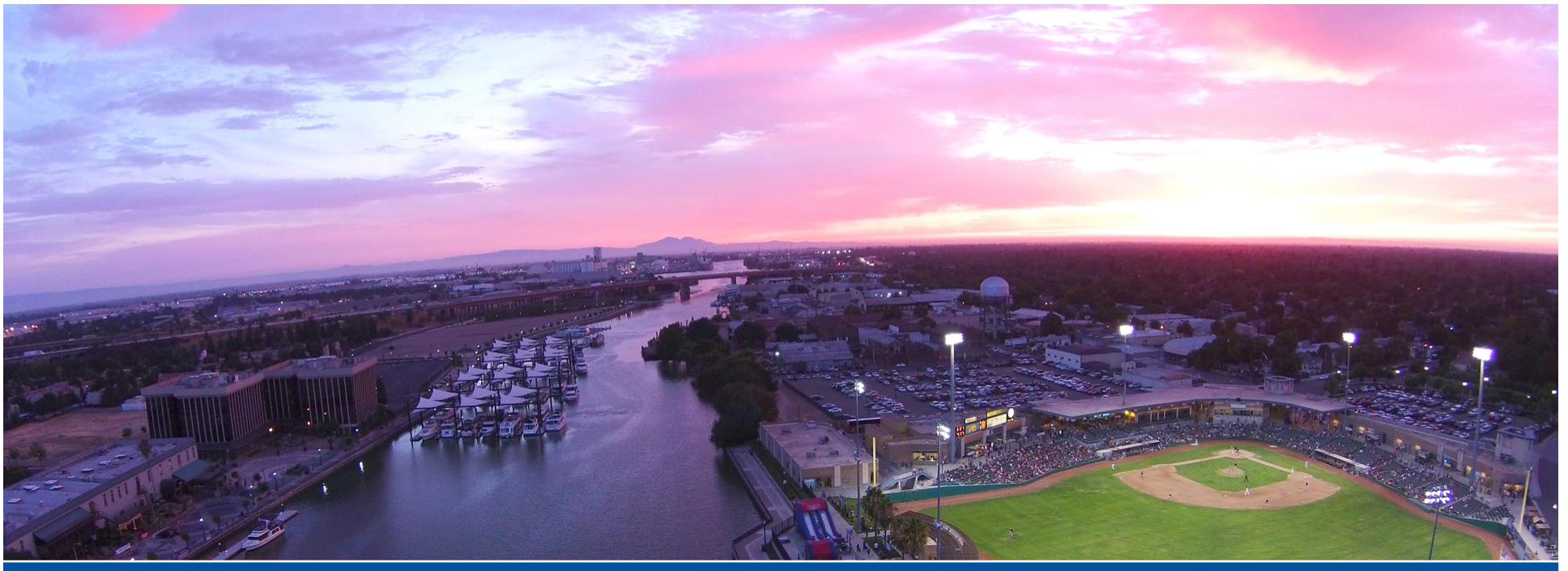
- ⦿ **Operational Excellence and Efficiency** – Continually improve operational processes and enhance services through efficient and effective methods and solutions to ensure an organization and operation that is customer-focused, proactive, consistent, and responsible.
- ⦿ **Legal Compliance** – Working closely and collaboratively with the City Manager’s Office, City Attorney, Department Directors, and other city staff to ensure compliance with new or modified legal mandates at the local, state, and federal levels, including mandatory functions required by the municipal code, elections, Brown Act, Freedom of Information Act (FOIA), initiatives, ordinances, resolutions, referendums/recalls, campaign fund reporting (Fair Political Practices Commission), financial disclosures, and other administrative requirements. Employ technology to catalogue, archive, and retrieve vital documents (i.e. ordinances) and other information.
- ⦿ **Customer Service** – Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve services in order to meet the changing needs of an active and engaged community and customer base. Also responsible for public commendations and proclamations.
- ⦿ **Civic Engagement** – Enable and promote civic engagement and involvement through participation in public meetings and outreach to and partnerships with schools, community organizations, and business and property owners. Coordination of the electoral process is administered by San Joaquin County.
- ⦿ **Legislative / Policy** – Assist in the drafting, distribution, posting, and finalization of revised policies and legislation based on mandated and pending mandates.



# Opportunities & Challenges *continued*

Additionally, the next City Clerk must also be able to demonstrate:

- ⦿ **Superior Customer Service** – Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve services to meet the changing needs of an active and engaged community and customer base.
- ⦿ **Civic Engagement** – Enable and promote civic engagement and involvement through the electoral process, participation in public meetings, and outreach to and partnerships with schools, community organizations, and business and property owners.
- ⦿ **Technological Advancements** – Further enhance the delivery and access of information to the public, provide the ultimate in transparency, and fully support the City’s Leadership and policymakers.



# The Ideal Candidate

The City Clerk will be fair, ethical, and responsive by working collaboratively with the entire organization. In addition, the newly appointed City Clerk will be highly adaptable and have the ability to prioritize projects based on sensitive time demands.

An individual with outstanding interpersonal and communication skills, a track record of self-directed work products, and a team oriented approach will excel in this position.

Other professional attributes sought in the appointed City Clerk include:

- ⦿ **Data Driven** – Uses data and performance metrics to drive continuous improvement and achieve the results that matter most on behalf of the elected officials and the City;
- ⦿ **Public Servant** – Passionate about building a more effective City in partnership with others;
- ⦿ **Strategic Thinker** – Understand the necessity of taking the long view and the high road in order to realize meaningful outcomes; and
- ⦿ **Role Model** – Personally demonstrate integrity, a strong work ethic, and a genuine concern for the mission of the Office of the City Clerk and, at the same time, inspire public confidence.

In summary, the successful candidate will encourage teamwork, be a champion for transparent, open government, advocate for citizen engagement, and be extremely adaptable. An appreciation for incorporating best practices and dealing with emerging technology including social media are also essential for success.





# Education/Experience



Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field; and

**Experience:** Seven (7) years of administrative work that has included municipal elections administration, enterprise records management, and the interpretation of laws and ordinances, including three (3) years of administrative and management experience. Experience as an Assistant City Clerk at the division head level is highly desirable.

**Substitution:** An advanced degree in business or public administration may be substituted on a year for year basis up to a maximum of three (3) years for the required work experience.

**Other Requirements:** Must possess a valid California driver's license. Possession of a Certified Municipal Clerk Certificate (CMC) or Master Municipal Clerk (MMC) certificate.

# Compensation and Benefits

The annual salary for the City Clerk is \$176,388. The City's excellent benefits program includes, but is not limited to:

- **Retirement** — California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- **Vacation** — 148 hours of vacation per year.
- **Health Benefits** — The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents.
- **Holidays** — 12 fixed and 1 floating per year.
- **Sick Leave** — 96 hours per year.
- **Deferred Compensation** — A deferred compensation plan is available at the employee's option.
- **Section 125 (Flexible Spending Account)** — Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- **Life Insurance** — Policy value of \$50,000.
- **Work Schedule** — City of Stockton office hours and work schedule - 7:30 a.m. to 5:30 p.m., Monday through Thursday; 8:00 a.m. to 5:00 p.m. on Fridays, with alternating Fridays off. The City Clerks Office supports many evening and after-hours meetings.

For a complete list of benefits offered by the City of Stockton, visit [www.stocktonca.gov/benefits](http://www.stocktonca.gov/benefits).

# To Apply



This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply by **Monday, July 29, 2024**, with the review of resumes in early August. Electronic submittals are strongly preferred via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com), and should include a compelling cover letter, comprehensive resume, and five (5) professional references. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries are welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

*The City of Stockton is an equal opportunity employer.*

