

City of

Grand Terrace, California



CITY CLERK



Recruitment Services Provided by Ralph Andersen & Associates

The Community



The City of Grand Terrace is strategically located between the cities of Riverside and San Bernardino along the I-215 corridor and is situated between the Blue Mountain to the east and La Loma Hills to the west. This community, also known as “The Blue Mountain City,” has a population of 12,500 and is renowned for its peaceful atmosphere, beautiful neighborhoods, high performing schools, and safe streets. Its motto, inscribed on the city flag, is “The Blue Mountain City” (its official slogan is “A city set upon a mountain cannot be hidden”) and refers to the blue lupine flower that used to grow on Blue Mountain in the spring. Within its 3.6 square mile city limits, Grand Terrace lies at an average elevation of 1,065 feet offering scenic views of both the adjoining mountain areas and the valleys below.

Grand Terrace is a well-balanced City that prides itself on a responsive municipal government and a strong sense of community. The City’s small-town character allows residents to live in quiet and friendly neighborhoods. With one of the lowest crime rates in San Bernardino County, Grand Terrace is a place where residents can rest easy and enjoy hometown living.

For more information about the City of Grand Terrace, please visit their website at www.grandterrace-ca.gov/.

Governing Structure and Organization

Grand Terrace is a general law city incorporated in November 1978 when a strong desire to preserve the local identity of the community resulted in an 82% vote for cityhood. The Mayor is elected to a four-year term and Council members are elected at-large to four-year alternating terms.

The City has operated under a Council-Manager form of government since incorporation. Policymaking and legislative authority are vested in a City Council consisting of the Mayor and four other Council Members. The City Council is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring the City Manager. The City Manager is responsible for carrying out the policies and the ordinances of the City Council, for overseeing the day-to-day operations of the City, and for appointing the heads of the various departments.

The City of Grand Terrace contracts for a wide range of municipal services including police services, which are contracted with San Bernardino County; engineering, construction management, and building inspection, which are contracted out to Willdan; solid waste collection, provided through a contract with Burrtec; and fire protection services, provided by the San Bernardino County Consolidated Fire District.

In addition to the City Manager's Office, the City has the following departments:

- ◆ Finance Department
- ◆ City Clerk
- ◆ Community Services (Public Works and Recreation)
- ◆ Community Development

The City has a total 2023-24 budget of approximately \$14.3 million and a full-time staff of 22 along with 3 part-time staff. The City is financially stable with over \$3,700,000 in general fund reserves.

The City of Grand Terrace is a well-balanced full-service City and prides itself on having a responsive municipal government to match its strong sense of community. City employees work as a team in delivering high quality customer service to its citizens, and hands-on involvement from supervisors and managers to ensure excellence for its residents and businesses.



Our Mission

To preserve and protect our community and its exceptional quality of life through thoughtful planning, within the constraints of fiscally responsible government.

Our Vision

Grand Terrace is an exceptionally safe and well managed City, known for its natural beauty and recreational opportunities; a vibrant and diverse local economy; a place where residents enjoy an outstanding quality of life that fosters pride and an engaged community, encouraging families to come and remain for generations.

The Position

Under the direction of the City Manager, the City Clerk is responsible for managing the work of the City Clerk Division. The City Clerk will be the direct point of accountability for effective operations and service delivery of the Office of the City Clerk including election administration; records management and public records requests; support for the City Council, Boards, and Commissions; Municipal and Zoning Code Codification; Conflict of Interest and Campaign Disclosure filings; Contract processing; legal notices and subpoenas; and other support services.

Key Duties

- ◆ Plans, organizes, and manages services provided by the City Clerk Division.
- ◆ Acts as the point of contact/coordinator for Council Boards, Committees, and Commissions for the City Council.
- ◆ As the election official, coordinates city-wide elections, initiates elections procedures and coordinates the filing of initiatives, referendums, recall actions, and candidate statements.
- ◆ Coordinates maintenance of records for Public Finance Authority and Historical & Culture Committee and serves as a liaison to the Historical & Cultural Activities Committee.
- ◆ Compiles, prepares, and reviews the City Council agenda packet and minutes in order to ensure the accuracy and completeness of information.
- ◆ Manages all official City documents and records, including indexing, preservation, and archiving programs, retention schedules, and research and retrieval systems; coordinates the handling of public records requests as well as claims and legal actions.

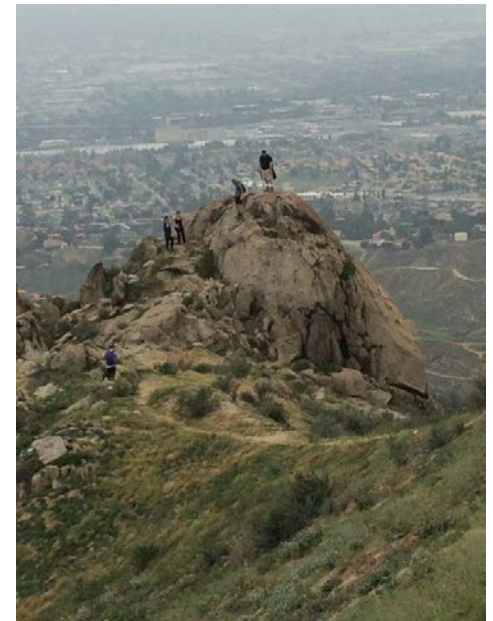


Opportunities & Challenges

Key areas for future success include the following areas:

- ◆ **Operational Excellence and Efficiency** – Continually improving operational processes and enhancing services through efficient and effective methods and solutions to ensure an organization and operation that is customer-focused.
- ◆ **Legal Compliance** – Working closely with the City Manager 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, ordinances, resolutions, referendums/recalls, campaign fund reporting (Fair Political Practices Commission), and other administrative tasks.
- ◆ **Customer Service** – Providing services in an open and transparent manner, identifying opportunities to extend and improve services in order to meet the needs of the City Council, staff, and community.

Above all, the individual selected will possess impeccable integrity as well as a respect and understanding of the nature of a family-oriented community.



Experience and Education

Bachelor's degree from an accredited four-year college or university with a major in public administration, or a related field is desirable.

Five years of responsible administrative, legislative, and records management experience.

Certification as a Master Municipal Clerk is desirable.

Compensation and Benefits

The City of Grand Terrace provides a competitive salary and benefits program. The top step of the salary range for this position is \$114,378.

The excellent benefits program includes:

- ◆ **Retirement:** CalPERS with classic members eligible for a 2% @ 60 formula. New members participate in a 2% @ 62 formula.
- ◆ **Deferred Compensation:** The City participates in a voluntary 457 plan.
- ◆ **Vacation:** Accrual rate of 80 hours annually during the first five years of service.
- ◆ **Management Leave:** 80 hours annually.
- ◆ **Holidays:** 13 plus two additional floating holidays annually.
- ◆ **Employee Health Plan:** The City is currently contracted with CalPERS for major medical insurance. Under this contract, the City covers the cost of medical insurance for the employee up to the cost of Kaiser Region 3. In addition to medical coverage through CalPERS, the City provides an annual benefit allowance of \$12,000 per year. This allowance can be used to cover additional expenses such as family medical coverage, dental and vision programs, and other ancillary insurance benefits. The Benefit Allowance, provided through the City's Cafeteria Plan, is designed to help offset the employee's out-of-pocket expenses under this plan. Please note that any portion of the Benefit Allowance not used by the employee for purchasing benefits will be considered taxable income.
- ◆ **Sick Leave:** 96 hours are earned annually.
- ◆ **Insurance:** Life insurance for employee and dependents is City paid. Short- and long- term insurance programs are paid by the employee. The City also offers dental, vision, and Section 125 FSA plans.





To Be Considered

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 immediately, with the recruitment closing on **Monday, August 5, 2024**. Electronic submittals are strongly preferred via email to apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and five 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 welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Grand Terrace is an equal opportunity employer.

www.grandterrace-ca.gov