

CITY OF LAWDALE



Full-Time Employment Opportunity *ASSISTANT CITY CLERK*

SALARY: \$8,559 - \$10,404 PER MONTH PLUS BENEFITS

OPEN: SEPTEMBER 20, 2017

PLEASE APPLY IMMEDIATELY

Please read flyer thoroughly prior to completing employment application

ABOUT THE POSITION: Under administrative direction of the City Manager, manage, plan, organize, direct and coordinate the activities and operations of the City Clerk's Department. This department head level position is considered "at will" and part of the Central Management Team. The incumbent has full responsibility for providing direction and oversight for the department in the areas of records management; agenda and minutes preparation; general and special municipal elections; municipal code codification; legislative analysis and development; and other statutory duties as established by federal, state and local laws.

EXAMPLE OF DUTIES: Essential duties may include, but are not limited to: plan, organize, and supervise the preparation and maintenance of agendas, minutes, ordinances, resolutions, contracts, staff reports and packets, City Council policies and procedures, deeds and other legal documents; record and publish official notices and reports of action in accordance with local, state and federal laws; enforce laws pertaining to public records, conflict of interest, elections and campaign financing disclosures; perform legislative analysis and development of policies and procedures; receive and certify documents, petitions, claims, bonds, sealed bids, and proposals; serve as the Custodian of Records for official City documents; accepts claims, subpoenas and public records requests; maintain legislative history; monitor and evaluate the efficiency and effectiveness of service delivery, workflow and support systems; identify and recommend opportunities for change; and perform other duties as assigned.

SELECTION PROCEDURE

Applications are being accepted immediately and subject to close without notice. Please apply immediately by submitting an official City Employment Application, answers to the Supplemental Questionnaire and resumes to the City of Lawndale's Administrative Services/ Personnel Department. All official City applications materials will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process. Resumes are accepted but NOT in lieu of an official City Employment Application. Candidates that require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. EOE.

THE IDEAL CANDIDATE

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The City of Lawndale is seeking a dedicated, innovative and proactive professional team player who possess outstanding leadership, admirable integrity, and independent judgment. The City is seeking an energetic, detail oriented, articulate, customer service driven professional with a high degree of municipal government administration and technical skills; extensive analytical, organizational and supervisory skills; strong oral and written communication skills; and an ability to establish and maintain effective working relationships with a variety of audiences.

The ideal candidate must possess a bachelor's degree from an accredited college or university with a major course work in business, public administration, political science, or related field. Five (5) consecutive years of increasingly responsible experience in a City Clerk/ Legislative office providing professional administrative support to a local board or commission, including three (3) years of supervisory experience. An equivalent combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities is qualifying. A MA/MS Degree and Certified Municipal Clerk (CMC) certification is highly desired. A valid State of California Class C Driver's License and ability to obtain a California Notary Public Commission certification within six (6) months of employment is required.

Successful candidates must have knowledge of federal, state and local laws, regulations, codes and ordinances related to legislative procedures, elections, meetings, ethics, records retention and technology; ability to prepare clear and concise reports, correspondence, presentations, minutes, ordinances, resolutions, records, reports, policies and procedures. On a continuous basis sit at desk; frequent use of hands and fingers; speak and hear; intermittently twist to reach equipment surrounding desk; walk and stand to perform office activities; occasionally bend, squat, stoop, kneel, push, pull, and lift 25 pounds; subject to frequent interruptions, public contact and regularly work near video display Work flexible schedule, days and evenings, to accommodate meetings and deadlines.



CITY OF LAWDALE

14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!

ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single - family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment application and Supplemental Questionnaire must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date posted on the front side of this job flyer. Incomplete, late or illegible applications will be disqualified and will not be accepted.

This position is designated as "at-will", serving at the pleasure of the City Manager, and subject to discharge without notice and right to appeal. Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

EMPLOYEE BENEFITS (May not apply to all positions):

RETIREMENT– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees' Pension Reform Act (PEPRA).

BENEFITS – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125.

WORK SCHEDULE – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

LEAVES – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave; 89 hours per fiscal year of Administrative/ Management Leave.

LIFE INSURANCE – All full-time employees receive a life insurance policy.

LONG TERM DISABILITY – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

DEFERRED COMPENSATION – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. City contribution match up to \$7750 for Central Management Team. The program is mandatory for all part-time employees in lieu of Social Security.

ADDITIONAL COMPENSATION- Bilingual pay (\$45 per month); Car Allowance (\$125 per month); and Tuition Reimbursement (\$1,800 per fiscal year).

CREDIT UNION – Members have access to loans and low interest rates and good savings programs.

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ASSISTANT CITY CLERK

Supplemental Questionnaire

Please answer all of the following questions completely and accurately. Incomplete or illegible responses to the Supplemental Questions will not be considered and will eliminate you from further consideration. Responses to these Supplemental Questions must be submitted with your official Employment Application.

1. Do you possess a Bachelor's Degree with a major course work in business administration, political science, or public administration? If so, please attach a copy of your degree or college transcripts.
 Yes
 No
2. Do you possess a Master's Degree? If so, please attach a copy of your degree or college transcripts.
 Yes
 No
3. Do you possess a Certified Municipal Clerk and/or Notary Public Commission certification? If so, please attach a copies of your certifications.
 Yes
 No
4. Describe your experience preparing meeting minutes, agenda staff reports, complex resolutions or ordinances. In your response, please include your role in preparing such documents and presenting them to City Council or board of directors/ supervisors.
5. Describe your familiarity with the following and how they impact your responsibilities as the Assistant City Clerk:
 Ralph M. Brown Act
 Fair Political Practices Commission
 Maddy Act
 Elections Code
 Public Records Act
6. Describe your experience conducting standalone municipal election. In your response, describe what aspects of administering an election was the most challenging and how you overcame that challenge.
7. Describe your supervisory experience. Include the level of responsibility, number of employees supervised, their job title and the name of the employer.
8. Government Code § 34090 authorizes a city department head to destroy records that are at least two (2) years old with the written consent of the city attorney, with some exceptions. Name five (5) types of records that are required to be retained for longer than the two (2) years, but not permanently. Name the statute that prescribes the longer retention period.