



Deputy City Clerk



HAYWARD



YOU ARE HERE. SO IS EVERYTHING ELSE.

Strategically located on the thriving eastern shore of the San Francisco Bay, the City of Hayward (pop. ~160,000) has steadily grown, developed and continued to reinvent itself since its beginnings in the 1800s.

The Bay Area is a hive of technological innovation, and Hayward is in the center of it all: 25 miles southeast of San Francisco, 14 miles south of Oakland, 26 miles north of San Jose and connected directly to Silicon Valley by the seven-mile Hayward/San Mateo Bridge and a short leg of I-880. With three international airports within 25 minutes, its own executive airport, two BART stops and a central Amtrak station, Hayward is perhaps the most connected city in the region.

Today, Hayward is on the cusp of yet another evolution, leveraging its unparalleled location, relative affordability, and a variety of quality of life benefits to catch the eye of everyone from Fortune 500 companies to young professionals, families, tech startups, and major developers. Routinely billed as the second-most diverse city in the state of California, Hayward boasts a vibrant mix of cultures and customs. A wide range of community events supported by volunteers and civic organizations provide countless opportunities to unify residents in a celebration of civic spirit.

To learn more about the City visit: www.hayward-ca.gov

CITY CLERK'S OFFICE

The City Clerk's Office is committed to serving Hayward as an accessible and responsive representative of transparent and open government and to supporting and facilitating the business operations of Council as they conduct their business through all levels of meetings and other communications.

DEPARTMENT OVERVIEW

- » Ensure the security and accessibility of all official City records.
- » Serve as the information and records manager of all legislative proceedings.
- » Conduct municipal elections.
- » Serve as a support office to the City Council, City staff, City boards and commissions and the citizens of Hayward.

**An amazing opportunity
to join a progressive team
in a city unafraid of change.**

**Are you ready to
shake it up?**



See the City of Hayward's video by clicking the photo above or at <https://youtu.be/pD3rc-ibjOQ> to learn more.

THE POSITION

Reporting to and receiving direction from the City Clerk, the Deputy City Clerk provides highly responsible administrative and technical assistance involving maintenance of official City documents and records and execution of official functions and activities. Because this position provides information to members of the City Council, public, and City staff, superior customer service and communication skills are paramount to success in this role. The Deputy City Clerk also plays a central role assisting in problem solving and developing organizational priorities and objectives. This position supervises three staff members and oversees the internship program. The successful candidate will embody the City values of openness, caring and integrity and this will show in their actions and achievements.



IDEAL CHARACTERISTICS

The ideal characteristics of the Deputy City Clerk include:

- » Public sector experience, particularly working with elected officials.
- » The ability to analyze and interpret legal documents.
- » A demonstrated customer service sensibility.
- » Basic understanding of budgeting.
- » Thorough understanding of record management and databases.
- » Skilled in project management and execution of objectives.
- » Experience with election law is preferred.
- » Experience with Granicus, GovQA and NetFile is preferred.

The City Clerk's Office enjoys a great deal of appreciation for the work it does. Because it is a small department, the Deputy City Clerk will have the opportunity to interact with various stakeholders. The City culture offers strong support for new ideas and room for innovation.

UPCOMING PROJECTS

- » The next Deputy City Clerk will assist the City with increasing civic engagement through exploring methods for increasing public access to Council agendas and providing input electronically.
- » The successful candidate will also be the project lead on the second phase of the GovQA implementation.
- » As part of the City's drive to become paperless, the City is seeking a system to review and execute contracts electronically. The Deputy City Clerk will be tasked with researching other municipalities, evaluating systems and vendors, and gathering other information the City will need to successfully move forward with this initiative.

ESSENTIAL DUTIES

- » Compiles agenda items for City Council meetings and prepares agendas; distributes the same in accordance with the provisions of the Brown act; prepares "Call to Special Meeting" as required; ensures the provision of official notification of public hearings, including legal notices in accordance with City, State, and Federal laws. Prepare and distribute Annotated Agendas and Council minutes.
- » Verifies material submitted for the Agenda Packet is complete, accurate, presentable, and contains all necessary signatures and attachments - notifies appropriate department and secures corrections/changes as necessary.
- » Conforms all Resolutions and Ordinances and distributes as required and prepares for recordation and/or publication of resolutions of intent and ordinances as necessary.
- » Prepares and monitors department budget under City Clerk's supervision. Oversees petty cash drawer and regular expenditures and billing in order to ensure that they are within budget.
- » Assists the City Clerk in arrangements for municipal elections and accepting and processing petitions for referendums and initiatives; and registers voters.

- » Assists the City Clerk in administration of legal requirements relating to conflict of interest statements, campaign statements, and designated employee statement pursuant to the Political Reform Act of 1974.
- » Recommends suggestions and modifications to improve the records management program.
- » Composes correspondence and responses for the City Clerk; completes special projects as assigned.
- » Oversees the day-to-day support services of the office in order to ensure effective, efficient operation of the City Clerk's Office - supervises support staff including preparing performance evaluations and approval of time cards.
- » Prepares and distributes City Council Agenda Schedule, Master Calendar and Weekly Schedule for Council and staff.
- » Serves as Acting City Clerk as required.



EXPERIENCE AND EDUCATION

Experience: Three years of increasingly responsible clerical experience including office management. Experience in a City Clerk's Office or other public agency with a records or agenda management focus is highly desirable.

Education: Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses. An associate arts degree in office management, supervision or business administration or a related field is highly desirable.

Prospective applicants who have not had the education or experience listed may substitute other evidence of meeting the above qualifications for up to two years of the required clerical experience.

(For example: two years of training at a vocational business school or two years of full-time college education involving a variety of secretarial, business or commercial subjects may be substituted for two years of the required experience; college education in a non-related subject may be substituted for up to two years of experience on the basis of one year of college education for six months of experience.)

The annual salary range for the Deputy Director position is **\$94,307.20 - \$114,628.80**. The City also offers an attractive benefit package including 2.5% @55 for CalPERS Classic members. To learn more, go to: <https://www.hayward-ca.gov/content/benefits-overview>

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your application that includes resume, cover letter, a list of six work-related references (two supervisors, two direct reports and two colleagues) by the final filing date of **Friday, August 9, 2019**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff you have managed.

Please go to this website to submit your materials:

<https://secure.cpsr.us/escandidate/JobDetail?ID=479>

For further information about this opportunity contact:

Teresa Webster
CPS HR Consulting
(916) 471-3462
E-mail: twebster@cpsr.us
Website: www.cpsr.us

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