



**CITY OF CERES
ANNOUNCES AN EXCELLENT
CAREER OPPORTUNITY**

**CITY CLERK
\$8,714 - \$10,592 Monthly**

(paid bi-weekly)

Plus Excellent Benefit Package for Employee & Family and
3% Pay increase effective 7/1/2022

OPEN: Friday, April 22, 2022

First Review of Applicants is May 9, 2022

FILING DEADLINE • APPLY IMMEDIATELY

A CalOpps Online Employment Application and Supplemental Questionnaire Is Required
Resumes in lieu of on-line application will not be considered.



THE POSITION

Under administrative direction from the City Manager, directs, manages, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and Successor Agencies and codification and maintenance of official City records; administers municipal elections; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and City Council.

THE CITY OF CERES

The City of Ceres is located in the Central San Joaquin Valley, 80 miles south of Sacramento and 95 miles east of San Francisco, in the heart of Stanislaus County. Ceres is in one of the Central Valley's richest and most diverse agricultural areas and is the home of the new \$14 million County Agriculture Center. Even the name "Ceres" originates from the Roman goddess of agriculture.

The City enjoys a comfortable climate, with 12 inches of rainfall annually. The average low winter temperature is 38 degrees Fahrenheit, the average high temperature in spring and fall is 85 degrees Fahrenheit, and the average high in the Summer is 90 degrees. The Tuolumne River forms part of the northern boundary.

Ceres is a growing community with a heartfelt commitment to retaining its small neighborhood personality. Businesses, organizations, and nonprofit community service groups band together for a number of activities throughout the year. Events such as the annual Downtown Street Fair in May, summertime concerts in the park, Halloween Fun Festival, and the Christmas Tree Lane opening are well attended by the community.

City government: City Manager's Office/Administration (City Clerk, City Attorney), Finance, Human Resources/Risk Management, Police, Community Development (Engineering, Planning, Building/Permits), Recreation, Public Works, Water, and Wastewater.

The City Clerk's Office includes a staffing of two: City Clerk and Deputy City Clerk.

ESSENTIAL DUTIES

1. Assume management responsibility for all services and activities of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and Successor Agencies and codification and maintenance of official City records.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff within the City Clerk's Office; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the City Clerk's Office annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Serve as Executive Secretary to the City Council and City Manager; supervise and coordinate the preparation and distribution of agendas and support materials for City Council and other meetings as needed. Assists in maintaining the City's public website content and coordinating public outreach initiatives.
8. Attend meetings of the City Council and other meetings and record minutes; follow-up on action items as necessary.
9. Ensure accurate up-to-date filing of City ordinances, agreements, resolutions, and minutes of City Council, commissions, and committees; sign and certify official City documents.

ESSENTIAL DUTIES, Continued

Knowledge of:

- Operational characteristics, services, and activities of a City Clerk's Office.
- Modern municipal administrative methods and procedures, organizations, and functions.
- Rules and regulations governing local municipal elections.
- Principles and practices of administrative management including electronic document and records management and systems analysis and implementation.
- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state, and local laws, codes, rules, and regulations related to the responsibilities of a City Clerk including the Ralph M. Brown Act, the California Elections Code as it applies to municipalities, California Public Records Act, Conflict of interest regulations and other applicable codes and ordinances.

Ability to:

- Plan, organize, direct, and participate in the services and activities of the City Clerk's Office.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to community and City Council issues, concerns, and needs.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Provide information and organize material in compliance with laws, regulations, policies, and procedures.
- Attend evening or weekend meetings as required.
- Communicate clearly and concisely, both orally and in writing.

For a detailed job description, please visit the City of Ceres website at www.ci.ceres.ca.us

QUALIFICATIONS

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field. Significant related experience and certification may substitute for education.

Experience:

Five (5) years of experience in performing responsible and complex administrative duties in a City Clerk's office.

License or Certificate:

Possession of an appropriate and valid driver's license.

Possession of a California commission as a Notary Public is highly desirable.

Possession of certification as a California Certified Municipal Clerk is highly desirable.



COMPENSATION & BENEFITS

Retirement/Pension: The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employee Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, e.g. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan and employees are required to pay 100% of the normal contribution rate as prescribed by PEPRA, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

Health: The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at *NO COST* to the employee and family. Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield EPO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and VSP Vision. Annual allowance of \$1,200 for voluntary benefits & \$50,000 basic life insurance coverage paid by the City.

Base Leave: 12 days sick leave accrued each year with unlimited accrual cap; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year; 80 hours of management leave; sick leave conversion options.

APPLICATION and SELECTION PROCESS

TO APPLY: You must submit a completed application on www.calopps.org/city-of-ceres and completion of the supplemental questionnaire is required.

OPEN UNTIL FILLED—FIRST REVIEW: [May 9, 2022](#)

Incomplete applications will not be accepted; all information should be entered into the CalOpps system.

TO BE CONSIDERED, YOUR APPLICATION MUST ALSO INCLUDE THE FOLLOWING:

1. A cover letter expressing interest
2. A resume of qualifications
3. Three (3) professional references

The qualifications of each applicant, as set forth in the application will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phases of the evaluation process. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.* A more detailed job description and information about the City is available on the City's web-site at: www.ci.ceres.ca.us

SELECTION PROCESS: Applications will be reviewed and candidates who possess the most desirable qualifications will be invited to interview for this position. Interviews are anticipated to be scheduled the week of May 23, 2022. The testing method may consist of a dual oral board panel and/or other skills assessment.

HIRING PROCESS: FINGERPRINTING & BACKGROUND: Must pass City-paid, post-offer fingerprint scan which is required before hire. A employment reference check reference check will be conducted.

MEDICAL EXAM: Must pass a post-offer employment fitness medical and/or physical assessment exam and drug screen. At the time of hire, City employees must meet the I9 documentation requirements of the USCIS.

ACCOMMODATIONS: The City of Ceres will provide reasonable accommodations to qualified individuals with disabilities who are applicants or employees. If you need an accommodation, you must notify the Human Resources Department in writing prior to the final filing date for this recruitment.

The City of Ceres is an Equal Opportunity Employer Committed to Diversity

If you have any questions, please contact Shirley Ventura at

Shirley.ventura@ci.ceres.ca.us or 209-538-5747

