



# The City of Santa Maria invites you to apply for the position of **Chief Deputy City Clerk\***

**\$107,221 - \$130,329 Annually**

The Chief Deputy City Clerk is a management position with full responsibility for the City Clerk's Office and providing staff services and policy assistance to the City Manager and City Council. The Chief Deputy City Clerk performs specialized duties that require a thorough knowledge of governmental policies and procedures relating to agendas, elections, resolutions, ordinances, contractual bids, document storage and retrieval, and other legal matters. This position reports to the City Manager and supervises the Assistant City Clerk and Deputy City Clerk.

The role of Chief Deputy City Clerk requires precision, political acumen and diplomacy to manage agendas to maximize the efficiency of the City Council, to conduct fair and compliant elections, and to support the goals of the City in serving the residents of Santa Maria. The Chief Deputy City Clerk position is an outstanding opportunity for a dedicated and talented professional. The City of Santa Maria is seeking an honest, ethical, and technically savvy team builder with excellent customer service skills who is both flexible and cooperative.

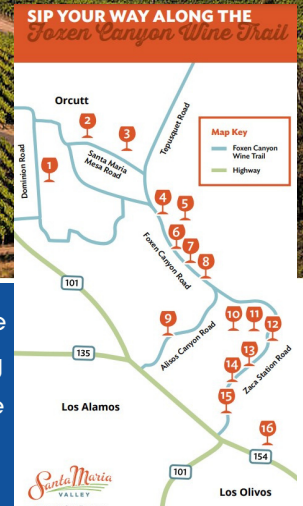


The City of Santa Maria has approximately 700 employees to serve its roughly 110,000 residents. The City provides a full range of services including police, fire, transit, libraries, water, wastewater and solid waste utilities. The City is governed by a 5-member elected Council. The City is in the final stages of hiring a new City Manager, so this recruitment represents an opportunity to become part of a new and exciting city leadership team.

**CANDIDATES ARE ENCOURAGED TO APPLY PROMPTLY FOR BEST CONSIDERATION.  
FIRST REVIEW OF APPLICATIONS TO BE CONDUCTED ON APRIL 15, 2024.**

\*This position is titled Chief Deputy City Clerk due to a ceremonial, elected position called City Clerk. This is the most senior position in the City Clerk's Office.

# WHY SANTA MARIA?



*Santa Maria Valley*  
**STRAWBERRY FESTIVAL**  
 APRIL 26-28  
 Strawberry Escape  
 DISCOUNT TICKETS  
 PURCHASE TICKETS ONLINE  
 On Sale March 30-April 21  
 Available at... Adults.....\$8  
 ...6-11.....\$6  
 ...and ride.....\$25

Santa Maria is an outdoor recreation paradise with quick access to the Pacific Ocean, biking paths and over 28 parks. Foodies will love the City for its renowned BBQ and well respected wineries. Housing is affordable here with a wide variety of homes under \$750,000. A cozy, small-town vibe resonates right down through the soil where generations of Central Coast farmers grow America's fruits, vegetables and grapes. The sunny Mediterranean climate entices Santa Marians outdoors where they can hike in the San Rafael Mountains or body surf at Pismo Beach 20 miles away.

## Where is Santa Maria?



Annual Events include:

- Downtown Fridays (April - Sept)
- Strawberry Festival (April)
- West Coast Kustoms Car Show (May)
- Elks Rodeo & Parade (June)
- Santa Barbara County Fair (July)
- Serve Santa Maria (August)
- PCPA - Pacific Conservatory Theatre
- Christmas Parade

Santa Maria is regarded as one of the Central Coast communities as it is just 20 miles to the ocean at Pismo Beach and under an hour to Santa Barbara. It is exactly midway between San Jose and Los Angeles and only 30 minutes from San Luis Obispo.

**BE PART OF OUR GREAT TEAM**



## Chief Deputy City Clerk: Primary Responsibilities

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. This position:

- Oversees the administrative function of the Records/City Clerk Division including training, professional development and performance evaluations.
- Prepares and administers the Records/City Clerk Division budget, monitors expenditures, and recommends modifications or adjustments.
- Receives and works with the City Attorney's Office to process requests for public records.
- May serve as the agency's Elections Officer to perform statutory duties; oversees the coordination and execution of municipal elections in coordination with Santa Barbara County and in compliance with State law.
- Supervises and coordinates the City Council agenda process; tracks upcoming agenda items, attends City Council meetings to record, transcribe and communicate legislative actions and proceedings of the meetings, ordinances, resolutions, minutes and indices thereof.
- Oversees the maintenance and protection of the City's records management and oversees the administration of the City-wide Document Management Program.
- Oversees the codification and upkeep of ordinances into the Municipal Code.
- Oversees and monitors the website for Records/City Clerk Division.
- Administers oaths and affirmations; attests and certifies authenticity of ordinances, resolutions, and municipal corporate documents for public officials, governmental agencies, courts, and the general public.
- Administers the Fair Political Practices Commission and City regulations regarding conflict of interest code reporting and campaign finance disclosure reporting functions.
- Opens, receives, secures and records public purchase and contract bids.
- Maintains and releases purchase, contract, and agreement related securities. Accepts subpoenas and claims on behalf of the City.
- Scope of assigned area will depend on departmental structure and is at the discretion of the City Manager.
- Upholds the values of the organization and has strong service orientation



**The City of Santa Maria is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply.**



## Chief Deputy City Clerk: Desired Core Competencies

Candidates should have a solid foundation of Individual Contributor and Front-line Supervisor core competencies identified by the organization, as well as the following core competencies identified as essential:

- Talent Development - Effective performers keep a continual eye on the talent pool to monitor skills and needs of team members. They expand staff skills through training, coaching, and development. They evaluate and articulate present performance and future potential.
- Organizing & Planning - Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient, manage time wisely, and effectively prioritize multiple competing tasks.
- Organization Knowledge - Effective performers understand the workings of a municipal organization, formal and informal policies, and structures, and know "how the place works."
- Relationship Building - Effective performers understand that a primary factor in success is establishing and maintaining productive relationships. They interact with people and are good at it. They devote appropriate time and energy to establishing and maintaining networks.
- Results Orientation - Effective performers maintain appropriate focus on outcomes and accomplishments, are motivated by achievement, and persist until the goal is reached.
- Industry Knowledge - Effective performers understand the general workings of local government within which the organization functions and maintain a current knowledge base.
- Written Communication - Effective performers write clearly and concisely, composing informative and convincing documents. They use written language to convey substance and intent with simplicity, accuracy, and clarity.
- Financial Acumen - Effective performers understand the financial framework of the organization. They are cost conscious and fiscally responsible and use financial data to make informed business decisions.
- Change Agility - Effective performers are adaptable, are effective in the face of ambiguity, and support an orientation for change.
- Technology Savvy - Effective performers use technology to be successful in their organizational role. They value technology and leverage existing and new technology to achieve efficiency.



### THE IDEAL CANDIDATE

**In addition to possessing the minimum qualifications, the ideal candidate will promote a culture of transparency and work collaboratively and enthusiastically in an executive team environment.**

**The ideal candidate will be a quick decision-maker, participative, supportive of shared goals, and will promote open communication between the City Clerk's office and other City departments.**

**The successful candidate should be able to work independently on a variety of projects with minimal direction.**

## **MINIMUM QUALIFICATIONS**

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Typically obtained by:

**Four years of progressively responsible administrative experience in municipal government**, of which at least **one year was at a supervisory level** or lead capacity; including supervision of staff, **records management, and the interpretation of laws and ordinances**; and equivalent to the completion of an Associate of Arts Degree, including or supplemented by college-level course work in business, supervisory management, public administration or related field;

or

**Two years of progressively responsible administrative experience in municipal government**, of which at least **one year was at a supervisory level** or lead capacity; including supervision of staff, **records management, and the interpretation of laws and ordinances**; and equivalent to the completion of a Bachelor's Degree in a related field, including or supplemented by college-level course work in business, supervisory management, public administration or related field;

or

Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as: **2 - 3 years City Clerk experience** with municipal government operations, structure and regulation, pertaining to the Brown Act, Maddy Act, Political Reform Act, Public Records Act, Elections Code, etc. Basic principles and practices of administrative procedures, budget, accounting, information technology, supervision and evaluation of staff. Government code sections as they relate to legal requirements of agenda preparation and posting, records management, legal advertising, public hearings, etc.

Desired licenses and/or certifications associated with the assignment, such as:

### **Certified Municipal Clerk (CMC)**

by the International Institute of Municipal Clerks, or Certification through the American Records Management Association is highly desired.

For a complete job description, please go to:

<https://www.governmentjobs.com/careers/santamaria/classspecs/758750?keywords=city%20clerk&pagetype=classSpecifications>

### **HOW TO APPLY:**

Please complete an online application with submission of cover letter and resume by going to:  
<https://www.governmentjobs.com/careers/santamaria>

### **CONFIDENTIAL PROCESS:**

This is a highly confidential process. Professional references will be contacted later in the process after mutual interest has been established. If you have questions or would like to discuss this opportunity in more detail, please contact Christi Mansel at [cmansel@solutions-mrg.com](mailto:cmansel@solutions-mrg.com) or (530) 218-1597.

Confidential inquiries are welcomed.