

THE CITY OF MODESTO



invites your interest for the position of

CITY CLERK

The Community

The City of Modesto, home to more than 220,000 residents and 13,000 businesses, is the largest city and the county seat of Stanislaus County. Offering year-round mild weather and some of the world's richest soil, the city of "Water, Wealth, Contentment, and Health" - Modesto is a community proud of its vibrant citizenry, abundant traditions, and multicultural lifestyles.

The quality of life in Modesto is one of its most attractive features, offering a multitude of exciting cultural, recreational, and educational opportunities. Many urbanites have relocated to this welcoming community for its variety of amenities, reasonable housing prices, reputable school districts, and protected open spaces. Modesto is frequently cited as an ideal community in which to raise a family.



Modesto has more than 60 recreation areas within the city and is within close proximity to Yosemite National Park, Northern California coastal resort communities, San Francisco, Sacramento, the state's world-famous wine country, and numerous popular venues for outdoor recreation. Winter sport opportunities are also within an easy drive of the city.

Modesto features a classic one-square-mile downtown center and serves as the principal entertainment center for the Central Valley with a variety of venues, including the Gallo Center for the Arts, the Modesto Symphony Orchestra, and a Class A minor league baseball team. The city boasts an outstanding public-school system; for higher educational opportunities, it is home to one of the first established Junior Colleges in California, with the University of the Pacific and California State University, Stanislaus in near proximity. The new University of California, Merced campus is within a 55-minute commute.

Modesto offers the diversity of a metropolitan city yet maintains a small-town atmosphere of hospitality and affordability without the commute or congestion of other urban centers. Agricultural contributions from the local area include almonds, apricots, tomatoes, peaches, walnuts, and poultry products. The City of Modesto has something for everyone and offers its own distinct pride and character.



City Government

Modesto is a full-service city that operates under the Council/Manager form of government. The City Council is comprised of a Mayor elected at-large and six Council members elected by district. The Mayor and members of the City Council are elected in even numbered years to alternating four-year terms with a two-term limit. The Council also appoints citizen volunteers to more than 26 City advisory boards, committees, and commissions; and appoints and supervises the performance of the City Manager, City Attorney, City Auditor, and City Clerk.

The City operates with a FY 2021/22 operating budget of \$478 million, including a \$140.3 million General Fund and a staff complement of 1188.75 FTE and another 476 part-time employees. City departments include Police, Fire, Community and Economic Development, Public Works, Finance, Human Resources, Information Technology, Parks, Recreation, and Neighborhoods and Utilities. The City of Modesto Strategic Plan (2020-2025) is the foundation of the City's efforts and investments for the community. The Plan defines the City's mission, vision, values, goals, objectives, and key performance indicators.

The Position and Ideal Candidate

The City Clerk is appointed by and reports to the City Council and oversees the day-to-day functional operations of agenda management, records/electronic records management, municipal code maintenance, publication of legal documents, responding to Public Records Act requests, Elections and Fair Political Practices compliance programs, coordination of municipal elections, city bid processes and openings, and overseeing mail room functions. The City Clerk will manage a staff of four including an Assistant City Clerk, a Deputy City Clerk, and two mail room clerks.

This position serves as a key partner with the City Executive Team, with the expectation to provide outstanding support to both the Council and the management staff in an efficient, professional, and friendly manner. The Clerk also serves the residents of Modesto as an accessible and responsive emissary for transparent and open government. The City Clerk is expected to bring a vibrant, proactive, strategic, and team-oriented leadership style to the Clerk's office and the city organization. Within Modesto, the Mayor and three of the six Councilmembers are recently elected. The City Clerk will provide proactive, accurate, and well-organized services and guidance to the Council. In doing so, they will seamlessly work and collaborate with peer city executives and fellow staff members to ensure the information and services required by the Council are provided in a timely, and service-oriented fashion.



The ideal candidate will be knowledgeable with the Brown Act and the various aspects of the Public Records Act in handling a multitude of questions and requests from policy makers and the community. Maintaining a calm, fair, and impartial demeanor in what, at times, may be a highly charged community or political environment is an essential attribute. The City Clerk will need to be a highly adaptable, flexible, and politically astute problem solver in dealing with the fluid requirements of city government today and will possess excellent communication skills and operate in a collegial, and collaborative manner. Developing and maintaining cooperative and productive relationships as well as projecting a sincere

customer service orientation will be critical to this role. The incumbent is expected to exercise independent judgment and self-initiative in establishing efficient and effective operations consistent with applicable laws, City policies and administrative guidelines. The City Clerk will also be committed to the City and passionate in providing exceptional service to the constituent community. This position will require a self-starter, who operates with high levels of creativity and energy, with the ability to manage multiple priorities while delivering quality results.

This position requires any combination of experience and training that provides the required knowledge and abilities to perform this role. This may include a minimum of five years of increasingly responsible experience in complex administrative office work in a City Clerk and Auditor's office, including two or more years of administrative and staff management experience. An equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field is also required. A CMC or MMC designation is highly desirable.

Compensation and Benefits

The City of Modesto offers a competitive compensation package. The salary range for this position is \$116,164.68 - \$145,216.29 annually DOQ. The excellent benefits program includes:

- ◆ Public Employees' Retirement System: CalPERS enrollment in either the 2%@60 or the 2%@62 formula is dependent on eligibility, as per AB 340. Employee pays the full member contribution. Retirement benefit is based on the employees three-year final compensation average. The City does not participate in Social Security except for the required 1.45% Medicare contribution by both the City and the employee (applies to employees hired after 4-1-86).
- ◆ Holidays: 10 paid holidays per year plus 8 hours of holiday credit.
- ◆ Management Leave: Eighty hours is provided annually.
- ◆ Vacation: Accrual normally begins at a rate of two weeks per year, with incremental increases to five weeks at 21 years of service. Employees may accumulate up to two times their annual accrual.
- ◆ Sick Leave: Accumulated at 8 hours per month, 96 hours per year. Employees may accumulate up to 2,200 hours.
- ◆ Medical Insurance: Health, dental and vision coverage is provided. The City's monthly contribution to health, dental and vision benefits is based on a three-tier system as follows:
 - \$ 1635.00 Employee + Family
 - \$ 1157.00 Employee + 1 Dependent
 - \$ 648.00 Employee Only
 - \$ 450.00 Opt OutThe employee pays the balance. An employee who opts out of health coverage receives the amount noted above minus dental and vision premium on their paycheck and treated as taxable income. Dental and vision coverage continuation is available upon retirement.
- ◆ Life Insurance: Coverage in the amount of \$120,000 is provided by the City. Supplemental coverage is available at employee cost.
- ◆ Long Term Disability Insurance: Coverage is provided by the City, at City cost. This benefit pays 66 2/3% of the first \$12,000 per month in salary.
- ◆ Deferred Compensation: With a matching contribution by the employee, the City will contribute 1.5% of salary, increasing to 2.5% at 9+ years of service, to a voluntary 457 Plan.
- ◆ Retiree Health Savings Account (RHS): \$2,400 initial deposit provided upon completion of a two (2) year vesting period, after initial contribution is made, the City shall contribute \$100 per month.
- ◆ Educational Incentive: Master's Pay in the amount of 2.5% of salary is available to employees with one year of service who possess a Master's Degree (or Juris Doctor) from an accredited college.
- ◆ City Car/Car Allowance: Up to \$400 monthly is provided for some positions.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is: November 29, 2021.



If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.3099 or by email: williaml@averyassoc.net.