



# *The City of Lodi*



*invites your interest  
for the position of*

**City  
Clerk**

## The Community

The historic, charming and unique City of Lodi is home to 68,700 residents. Lodi is ideally located adjacent to Highway 99 and I-5, 34 miles south of Sacramento, two miles north of Stockton, and 90 miles east of San Francisco. The residents of Lodi take immense pride in their community that is surrounded by lush parks, wineries, museums, a lake and open space. The city is committed to quality growth while striving to protect its historical, small-town ambiance through an annual growth management program. Lodi is home to several large manufacturing, general services and agriculturally based companies, and it has an excellent balance of jobs to residential housing units.



A revitalized downtown boasts unique shops, fine restaurants, and a movie theater. Lodi is known for its authentic wine region heritage with over 80 wineries within 10 miles of downtown. Housing is also relatively affordable. Educational opportunities abound as University of the Pacific, California State University-Stanislaus/Turlock/Stockton Center, San Joaquin Delta Community College, and the University of San Francisco satellite center are all within a 20-minute drive of the City. Lodi is also a safe city as crime rates are low and community pride reigns high, reflecting active community involvement and a strong public safety structure. By all measures, the quality of life in the City of Lodi is exceptional and provides an ideal location in which to live, work and play.

## City Government and the Office of the City Clerk

Lodi incorporated as a General Law City in 1906 and operates with a Council/Manager form of government. The City Council governs the city and is comprised of five members who are elected to alternating four-year terms.

Lodi is a full-service city with a committed workforce of 421 employees who provide a wide range of municipal services including police, fire, public utilities (water, wastewater and electricity), transportation, community development and leisure/social services. City staff led by City Manager Stephen Schwabauer enjoys a positive and healthy working relationship with the City Council. The City's 2021-2022 all funds budget is almost \$245 million. The

Office of the City Clerk is staffed by three FTEs with a budget of \$704,500 thousand.

### 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, electronic records management, recording of deeds, administering oaths, receipt and processing of liability claims against the City, response to Public Records Act requests, and elections and political compliance programs of the City. The City Clerk is part of the City Management Team, with the expectation to



provide outstanding support to the Council and the management team in an efficient, professional and friendly manner. The Clerk also serves the citizens of Lodi as an accessible and responsive representative of transparent and open government. The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective operations consistent with applicable laws, City policies and administrative guidelines.



Currently the City Clerk's Office is in the process of completing an audit of records and historical staff reports migrated from an in-house electronic records management system (ERMS) to Laserfiche. Future department projects include implementing Laserfiche citywide and updating public-facing search functions, increasing the public's access to public records. The City has also transitioned to district-based City Council elections and completed the transition from the at-large system in 2020.

Within Lodi, the City Clerk maintains an active, well-organized and service-oriented function. The Clerk must be well versed with regulatory and statutory election requirements. Providing proactive, accurate and timely advice to both elected officials and potential candidates is an essential aspect of this role. The City Clerk will also be very 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 fair and impartial demeanor in what, at times, may be a highly charged political environment is a critical attribute for this assignment. The City Clerk will need to be highly adaptable, flexible and politically astute in dealing with the expectations of city government today.

The ideal candidate will be committed to the City and passionate in providing exceptional service to the constituent community. Strong self-organization, planning and implementation, and problem solving are critical skills, as well as the ability to reprioritize projects based on time demands. Excellent written, verbal and listening skills are also required. An operational style that incorporates high levels of teamwork and collaboration is expected.

The successful candidate will have experience performing the full range of administrative duties common to a municipal City Clerk's Office as a City Clerk or Deputy City Clerk, and will have a combination of education and



experience that has provided the knowledge, skills and abilities necessary for the position. A typical way of obtaining the required qualifications is to possess an equivalent to graduation from high school; possession of an Associate of Arts degree with major coursework in public administration, public policy or a closely related field and three years of administrative support duties in a public agency setting, which has included records management and the interpretation of laws and ordinances. Experience as outlined above may be substituted for the higher education on a year-for-year basis to a maximum of two years. A CMC or MMC is highly desirable.

## Compensation and Benefits

The salary for this position is \$132,831 annually. The City also offers a competitive benefits package that includes:

- ◆ Retirement: CalPERS - New employees 2% @ 62, employee pays employee share based on actuarial evaluation as defined under PEPPRA plus 6% of the employer share; classic employees 2% @ 55, employee pays 7% employee share and 6% of the employer share. The City does not participate in Social Security.
- ◆ Deferred Compensation Plan: The City matches up to 3% of the employee's base salary.
- ◆ Vacation: Accrual equal to two weeks paid vacation annually increasing with length of service.
- ◆ Holidays: Nine and a half fixed holidays and 36 hours floating holidays annually.
- ◆ Medical/Dental/Vision Plan: City contribution for medical is capped at \$690.17 for employee only, \$1380.39 for employee plus one, and \$1794.51 for family coverage. City pays 100% of premium for dental, vision, and chiropractic plans. Medical plans are offered through CalPERS.
- ◆ Administrative Leave: 80 hours annually, ability to cash out up to 80 hours.
- ◆ Life Insurance: City pays full premium for employee and dependent life insurance, two times the annual salary. Maximum benefit is \$250,000.
- ◆ Long Term Disability: City provides coverage up to approximately two-thirds of annual salary. Maximum monthly benefit of \$10,000. City pays 100% of premium.
- ◆ Tuition Reimbursement: Up to \$3,000 per fiscal year (including books and software).
- ◆ Flexible Spending Plan: City promotes participation in a Section 125 Cafeteria Plan.
- ◆ Employee Assistance Program and Catastrophic Leave plans



***The City of Lodi is an Equal Opportunity Employer***

## The Process

To pursue this compelling career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://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 January 14, 2022.



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](mailto:paulk@averyassoc.net) or Bill Lopez at 408 888 3099 or by email: [williaml@averyassoc.net](mailto:williaml@averyassoc.net).