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EXECUTIVE SEARCH

City Clerk
CITY OF REDWOOD CITY, CALIFORNIA

THE COMMUNITY

Located in the heart of Silicon Valley, Redwood City is the third largest city in the County of San Mateo with 82,881 residents. Named among the Top 100 Places to Live in 2016 by Liveability.com, Redwood City enjoys an average of 255 sunny days a year. As the city slogan proclaims: "Climate Best by Government Test." The county seat, Redwood City was incorporated in 1867 and is home to the San Mateo County History Museum, located in the county's old courthouse. The city also enjoys a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deep-water port in the south bay of San Francisco.

Redwood City's population doubles during the day via commuters to world-class firms such as Oracle, Electronic Arts, Shutterfly and Silver Spring Networks. Genomic Health, Kaiser Permanente, Stanford University Health and more than 500 various industry start-ups also have a strong presence in the city. World-renowned Stanford University has made a long-term commitment to the community and will be locating an administrative campus in town, the University's first significant expansion outside its main campus. A conveniently located Caltrain stop allows employees and visitors to easily take advantage of efficient rail travel from San Jose to San Francisco.

Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique retail, entertainment, and restaurant experience. Beautiful Courthouse Square stands as the centerpiece of downtown and has become a gathering place for people from throughout the community and the peninsula. The arts and culture scene features intimate theaters, galleries, and live music venues.

The community has long been known for its diverse and active citizenry, strong neighborhoods and community associations, social involvement and civic pride. The city works diligently to maintain positive and productive relationships with community partners so that outstanding services, programs and opportunities for residents can be provided. The mix of tradition and innovation, community and diversity, makes Redwood City an extraordinary place to work and call home.

THE ORGANIZATION

Redwood City is a charter city with a council-manager form of government and a seven-member

City Council elected at-large to four-year staggered terms. Council Members select the Mayor and Vice Mayor from among their colleagues to serve for a period of two years. The Council appoints the City Manager, City Attorney, and City Clerk.

Redwood City is recognized regionally as well managed and innovative, strategically driven, and financially stable. City services and performance receive high marks from residents. The Fiscal Year 2016-17 General Fund budget is \$111.7 million (other funds \$112.2 million). The city is organized across the departments of Community Development; Fire; Police; Parks, Recreation & Community Services; Library; Public Works Services; and Administrative Services (including internal services of Finance, Human Resources, and Information Technology). The Redwood City Fire Department also serves the City of San Carlos.

As part of its annual Strategic Planning process, the Council develops broad strategic initiatives. The City Council Strategic Initiatives for 2016 are: Community Building and Communications, Economic Development, Government Operations, Public Safety, Transportation, Community for All Ages, and Housing. Extensive information regarding the City of Redwood City and the Council's Strategic Priorities can be found at www.redwoodcity.org.

THE POSITION

This career opportunity is available with the upcoming retirement of Silvia Vonderlinden, who has served as City Clerk since 2007. The Office of the City Clerk has a 2016-17 budget of \$821,747, and it is staffed by the City Clerk, Assistant City Clerk, Secretary, Administrative Clerk III, and part-time Administrative Clerk I. The Office is responsible for Legislative Services/Records Management, Elections, and Council Support.

As one of three Council-appointed positions of the city, the City Clerk is responsible for ensuring transparency and open government to the community. The City Council meets regularly on two Mondays of each month, and the City Clerk's Office is responsible for preparation and distribution of the Council agenda and packet as well as recording of accurate motions and action minutes.

The City Clerk's Office is also responsible for administration of the city's records management program ensuring compliance with appropriate guidelines for records retention and disposition; coordination with other city departments and outside agencies and organizations on a variety of sensitive issues; developing and administering the City Clerk's Office budget; maintaining and revising the city's Municipal Code; and managing the preparation and

distribution of notices in accordance with municipal, state, and federal requirements.

In addition, the City Clerk conducts, coordinates, and facilitates municipal elections in cooperation with San Mateo County. This position is responsible for appropriate filings with the Fair Political Practices Commission and coordination of all Public Records Act requirements. The City Clerk's Office also advertises and coordinates interviews for the city's various boards and commissions and provides administrative support to the Mayor and City Council. The Office also ensures that technical equipment in the Council Chambers is fully functioning for Council meetings and that the television broadcast of meetings is of the utmost quality.

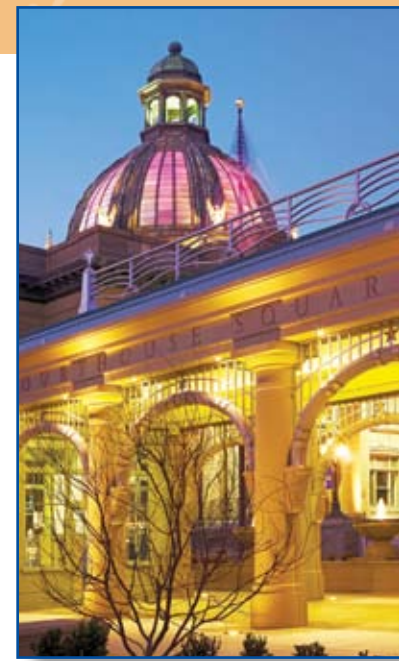
In supporting the City Council, the City Clerk will work collaboratively with the City Manager and City Attorney, as well as throughout the organization, in a cooperative, approachable, and responsive manner. The successful City Clerk will be visible, accessible, and serve as an ambassador of the city to the community. In this regard, the City Clerk is expected to remain impartial, unbiased, even handed, and apolitical. Strong communication and interpersonal skills, a calm demeanor under pressure, and a customer service orientation are critical to the role of the City Clerk.

The desired candidate has been described as having the knowledge, ability, and experience to assess current operations of the City Clerk's Office and institute innovative processes, modifications, and technological efficiencies where necessary. The Mayor and City Council are seeking a detail-oriented professional with strong organizational skills, energy and focus, as well as an ability to make decisions independently.

This is an excellent career opportunity for an individual with experience working with an elected or appointed body within a local government agency. The ideal candidate will possess a minimum of five years of increasingly responsible and complex administrative experience within a City Clerk's office or similar, including at least three years of supervisory experience. Education equivalent to a Bachelor's degree from an accredited college or university is required. Certification as a Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is strongly desired.

THE COMPENSATION

The City of Redwood City offers an attractive and competitive salary, and appointment will be depending on the qualifications and experience of the selected candidate. In addition



to salary, Redwood City offers a competitive benefits package that includes:

RETIREMENT – CalPERS 2% @ 60 for classic PERS members; 2% @ 62 for new members. Employee pays full share of PERS contribution.

MEDICAL INSURANCE – CalPERS choices of four PPOs and six HMOs; City pays 90% of monthly premium, up to \$1729 monthly for 2017.

DENTAL/VISION INSURANCE – City pays 90% of the monthly premiums for employees and their qualified dependents.

FLEXIBLE BENEFIT PLAN (CAFETERIA PLAN) – Allows employees to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.

CAR ALLOWANCE – \$400 per month.



PROFESSIONAL DEVELOPMENT – Professional development reimbursement up to \$750 per year; education reimbursement up to \$1,500 per year.

IN-LIEU HOURS – 160 hours per year, may be cashed out.

VACATION/SICK LEAVE – Vacation accrual rate of two to five weeks per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day per month.

DEFERRED COMPENSATION – Four plans available; voluntary contribution.

401(A) – The PARS Defined Contribution Retirement Enhancement Plan is available to Executive Level Managers. City pays contribution of 2% of compensation.

INCOME PROTECTION – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by employee; additional coverage for severe medical issues and disability income is available.



SEARCH SCHEDULE

Resume Filing Deadline..... April 3, 2017
Preliminary Interviews..... April 10-21, 2017
Recommendation of Candidates..... April 24, 2017
Finalist Interview Process May 6, 2017
Anticipated Appointment..... May 22, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com