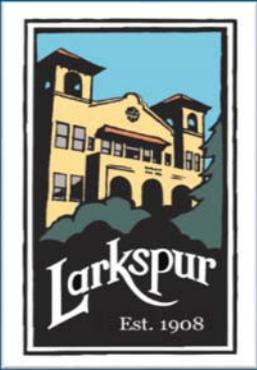


The City of Larkspur



Invites your interest in the position of
City Clerk / Records Administrator

\$8,088 – \$9,930 per month
Plus excellent benefits package

Open until filled

The Position

The City Clerk/Records Administrator is a key member of Larkspur's management team, working closely with the City Manager and Department Heads to ensure open and transparent operation of the City's public meetings and the availability of public records. As City Clerk, the position is instrumental in providing customer service and public outreach. The City Clerk is the City's Election Official and its FPPC Filing Officer.

As Records Administrator, the position is the City's custodian for all documents. The City has launched an initiative to centralize record-keeping and make documents available online. The Records Administrator is the project manager for this effort.



THE IDEAL CANDIDATE WILL POSSESS:

- A Bachelor's Degree in public administration, business administration, or a related field.
- At least four years of increasingly responsible public sector administrative experience, including experience with elected and appointed officials, citizen committees, and governing bodies.
- Demonstrated skill in records management.
- Honed oral and written communication and interpersonal skills.
- A keen attention to detail and organization.
- The ability to interact effectively with elected officials, community members, local leaders, and City staff.

MINIMUM QUALIFICATIONS:

Sufficient experience and education related to the duties of a City Clerk in California and municipal records manager to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent in public administration, business administration, or a related field and at least four (4) years of increasingly responsible experience in administrative work in a public-sector setting, and a valid California driver's license (at the time of appointment).

SELECTION PROCESS:

The first round of applicants will be reviewed on June 28 with interviews expected to take place the week of July 15, 2019. All required application materials, including a letter of interest and resume, must be submitted for consideration. The recruitment will be open until filled. Inquiries may be directed to jthiessen@centralmarinpolice.org. City of Larkspur is not responsible for failure of internet forms or e-mail in submitting your application.

The City and Community

The City of Larkspur is located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. Larkspur has a mix of commercial, residential and industrial uses. The residential population is approximately 12,500.

Larkspur has a wonderful, historic downtown, with shops and nationally recognized cafes and restaurants. A mix of homes, condominiums and apartments are situated in the surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco.

Larkspur is a close-knit community of educated and engaged citizens. Residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and government so that important issues are thoroughly discussed.

The City Clerk's Office

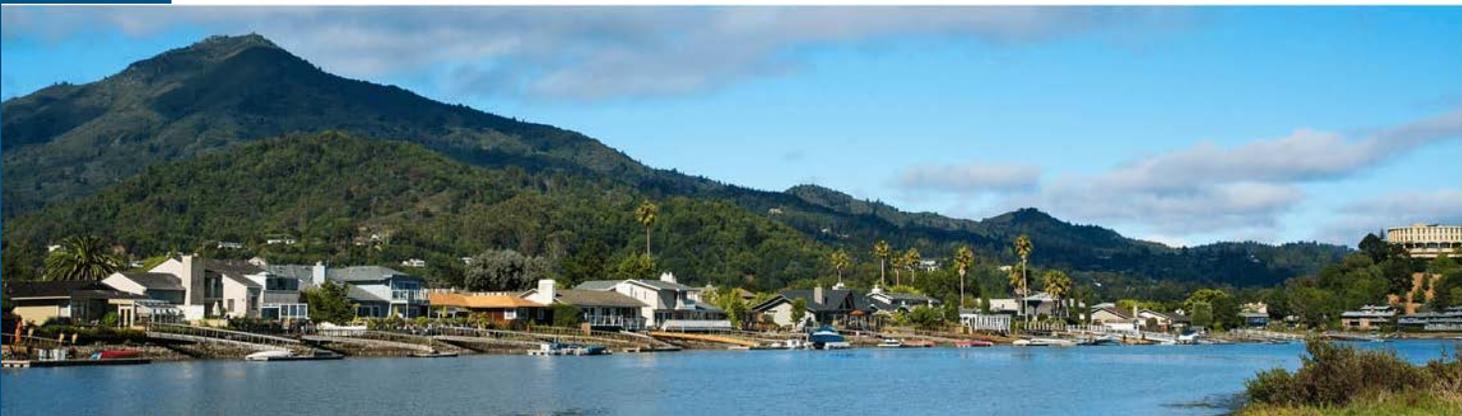
The City Clerk's Office, a part of the City Manager's Office, is the primary link between City Council, City staff, and the public, and often serves as the first public contact for the City, providing information on public process, public records, and legal documents. The City Clerk's Office is committed to ethically serving the needs of the community and providing ready access to municipal government in an efficient, courteous, and professional manner.

The Clerk's Office oversees all City records and coordinates the preparation of the City Council agendas, takes the official minutes of Council meetings, maintains the Council's policy manual, notices all public hearings and official meetings, and conducts municipal elections. The City Clerk is responsible for Brown Act compliance for all public meetings and ceremonial and procedural functions of the City Council, the Larkspur Marina Financing Authority, and other City boards and commissions. The City Clerk's Office facilitates a number of municipal programs ensuring good governance: municipal elections, legislative services, municipal code, records management, and advisory body programs.



What We Offer

- DOQ up to \$9,930 per month
- City paid medical up to 80% of premium rate for Kaiser HMO Plan
- CalPERS Defined Benefit Retirement
 - 2.0% at 55 for classic members
 - 2.0% at 62 for new members hired after December 31, 2012
- Dental Care
- Vision Care—City pays a \$250 annual benefit
- Paid vacation, holiday, and sick leave
- Paid Employee Assistance Program
- Paid Long-Term Disability and Life Insurance
- Deferred Compensation
- Flexible Spending Accounts
- Credit Union Membership
- Auto Allowance, and more...



To Apply

If you are interested in this outstanding opportunity, please apply online at:
<https://www.calopps.org/city-of-larkspur>

You must attach a letter of interest and a resume to your application. For more information or to view a job description visit:

<http://www.cityoflarkspur.org/89/Human-Resources>

This is a continuous recruitment – Open Until Filled
First review of applications will occur on June 28, 2019
Interviews are expected to begin the week of July 15, 2019

Accommodation: Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing City of Larkspur's Human Resources Manager, Janet Thiessen, at jthiessen@centralmarinpolice.org upon application submittal.