



City of Cerritos

invites your interest in the position of

City Clerk



Recruitment Services Provided by Ralph Andersen & Associates

An Exceptional Career Opportunity

The City of Cerritos is seeking a well-organized, respected, and energetic professional, with an understanding of the importance of quality service in local government, to serve as its next City Clerk. This position entails more than just managing records and ensuring compliance with laws and regulations, it involves finding innovative solutions to enhance transparency, efficiency, and public engagement within the City.



The Community

The City of Cerritos is located approximately 20 miles southeast of downtown Los Angeles along the border of Orange County. Beginning as an incorporated area known for its strawberry farms and dairy operations, the City transitioned into a more urban environment beginning in the late 1960s. In 1973 the City Council adopted a unique and innovative General Plan which has guided development within the City in a master planned fashion to create a park-like community with balanced development. Today the City is a progressive, affluent community with a highly educated and ethnically diverse population.

The City is home to approximately 50,000 residents and several large business organizations. Cerritos supports a robust commercial business environment that generates substantial amounts of sales tax revenue which, in turn, is utilized to support the City's varied operations.

While the central location of the City has spurred its growth, innovation and leadership have sustained it. The City has pioneered in many areas, including building America's first solar heated City Hall, undergrounding all utility lines and constructing a recycled water system to irrigate parks and street medians. The Cerritos Electric Utility provides clean, reliable and lower-cost electricity to businesses in the City.

The Community *continued*



Families are attracted to Cerritos by the outstanding ABC Unified School District and Cerritos College. The Cerritos Library is open seven days a week and offers museum-quality exhibits and a conference center. A total of 28 parks and recreation facilities in Cerritos, including the Cerritos Olympic Swim and Fitness Center and the City's Iron-Wood Nine Golf Course, provide residents with playing courts, athletic fields, picnic shelters, meeting rooms, and more. The Cerritos Senior Center at Pat Nixon Park offers a variety of special events, recreation, special interest classes, and human services to seniors, age 50 and older, including a daily hot lunch provided by the Human Services Association.

The Cerritos Sheriff's Station/Community Safety Center offers a full range of public safety services to residents 24-hours-a-day, seven-days-a-week. Cerritos has a very low crime rate compared to other areas in the region, making it a safe place to live and work. First-class performances are presented in the world-class Cerritos Center for the Performing Arts, a state-of-the-art facility that features an innovative flexible auditorium that houses multiple seating configurations.

Cerritos has a thriving and stable local economy and a business-friendly environment that offers ideal locations for companies in developments such as the Cerritos Auto Square, Cerritos Industrial Park, the Los Cerritos Center regional shopping mall and Cerritos Towne Center. All of the above, combined with beautifully maintained neighborhoods and carefully planned retail areas, make Cerritos an exciting and attractive place to live and work.

Cerritos is one of the premier residential communities in Los Angeles County and prides itself as an exceptional place to live, work, and raise a family.

The Government

The City, incorporated in 1956 as a charter city under the laws of the State of California, and operates under a Council/Manager form of government. The City's five elected City Councilmembers serve a four-year term, of which the Mayor is chosen annually by way of a majority vote of the City Council. As charter City employees, the City Manager, City Clerk and City Attorney are appointed by and serve at the pleasure of the City Council.

A commitment to strategic planning and progressive, forward-thinking leadership combined with a tradition of careful fiscal leadership has helped place the City in a strong fiscal position. From this position of fiscal strength, the City has been able to provide residents and businesses with outstanding infrastructure, facilities and programs, that have earned the City a reputation as an attractive place to live, work, and play.

The City's current staffing is comprised of 175 full-time employees and approximately 310 part-time employees. Law enforcement services for the City of Cerritos are provided by the Los Angeles County Sheriff's Department and the Los Angeles County Fire Department.

The City Clerk's Office

The City Clerk provides day-to-day leadership to an office of four full time employees, including the City Clerk and an operating budget of \$1.7 million. The Office of the City Clerk administers municipal elections; ensures compliance of open meeting, public record, and campaign and conflict of interest filing requirements; administers the City Records Management System, Conflict of Interest and Campaign/Election Disclosure filings, contract processing, and various regulatory notices; attends all Council meetings and assigned City meetings; and preserves associated records and meeting recordings. Local elections are administered by the City with the City Clerk serving as the primary elections official.

The Office of the City Clerk is committed to finding creative solutions to developing and delivering services to the public as well as City staff. Constant refinements and improvements to the City's internal management procedures and systems are essential to the Office of City Clerk's ability to deliver the level and quality of service expected by the City and community.

The City Clerk is one of four Chartered positions, including the City Attorney, City Manager, and City Treasurer. The City Clerk is appointed by, and serves at the pleasure of, the City Council and receives direction from the Council. As provided in the Cerritos Municipal Code, it is the duty of the City Clerk to cooperate with and assist the City Manager in administering the affairs of the City.

The expectation of internal and external customer service in the City of Cerritos is also exceptionally high. The City Clerk must be able to develop and maintain successful relationships with fellow Charter employees, internal City management and operational staff, external elected and appointed bodies and external agencies. Additionally, the City Clerk must have successful experience developing and mentoring teams.



Opportunities & Challenges

Key areas for future success include the following areas:

- **Operational Excellence and Efficiency** – Continually improve operational processes and enhance services through efficient and effective methods and solutions to ensure an organization and operation that is customer-focused, proactive, consistent, and responsible.
- **Legal Compliance** – Work closely and collaboratively with the City Manager’s Office, City Attorney, Department Directors, and other City staff to ensure compliance with new or modified legal mandates at the local, state, and federal levels, including mandatory functions required by the municipal code, elections, Brown Act, Freedom of Information Act (FOIA), initiatives, ordinances, resolutions, referendums/recalls, campaign fund reporting (Fair Political Practices Commission), financial disclosures, and other administrative requirements. Employ technology to catalogue, archive, and retrieve vital documents (i.e. ordinances) and other information.
- **Customer Service** – Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve services in order to meet the changing needs of an active and engaged community and customer base. Also responsible for public commendations and proclamations.
- **Innovation** – Further enhance the delivery and access of information to the public, provide the ultimate in transparency, and fully support the City’s Leadership and policymakers.

The Ideal Candidate

The City Clerk will be fair, ethical, and responsive by working collaboratively with the entire organization. In addition, the newly appointed City Clerk will be highly adaptable and have the ability to prioritize projects based on sensitive time demands.

An individual with outstanding interpersonal and communication skills, a track record of self-directed work products, and a team-oriented approach will excel in this position.

The ideal candidate will possess collaborative leadership skills providing exceptional service to the City and community. The next City Clerk will:

- Be a fair, ethical, and decisive leader whose guidance and decisions will embrace strong self-organization, planning and implementation, and problem solving with outstanding interpersonal and communication skills, a track record of successful management, and a team-oriented approach.
- Be very knowledgeable of various aspects of the Public Records Act and the Brown Act and in handling a multitude of questions and requests with the ability to maintain a calm, fair, and impartial demeanor.
- Be a Team player who fosters collaboration at all levels of the organization with an understanding that problems and solutions routinely cross department lines.
- Be a strategic thinker who understands the necessity of taking the long view and the high road to realize meaningful outcomes.
- Be knowledgeable about modern and emerging technologies associated with the work of the Department.
- Possess substantial knowledge of the legal duties of the City Clerk including the ability to effectively respond to public information requests as well as negotiate conflict between policymakers, the general public, and various stakeholder groups, while maintaining positive relations throughout the organization.

In summary, the successful candidate will encourage teamwork, be a champion for transparent, open government, advocate for citizen engagement, and be extremely adaptable. An appreciation for incorporating best practices and dealing with emerging technology including social media are also essential for success.

Education/Experience

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field; and

Experience: Seven years of administrative work that has included municipal elections administration, enterprise records management, and the interpretation of laws and ordinances, including three years of management experience.

Requirements

Must possess a valid California driver's license. A California Notary Public Commission or the ability to obtain a California Notary Public Commission within six months is required. Possession of a Certified Municipal Clerk Certificate (CMC), or ability to obtain such certification within two years.

Work is performed primarily in an office environment and requires sitting for periods of time using a computer keyboard and screen. The City Clerk may stand and walk on slippery/uneven surfaces or slopes, reach, bend, crouch, twist, grasp, lift, push, pull and drag boxes of files and records weighing up to 30 pounds. The City Clerk must be able to meet the physical requirements of the job and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Desirable Qualifications

- Experience as a City Clerk or Assistant City Clerk is highly desirable.
- Certification as a Master Municipal Clerk (MMC) is desirable.

Compensation & Benefits

The monthly salary range for this position is \$14,494-\$17,944 per month. The actual salary will depend on the qualifications and experience of the individual selected. In addition, the following management benefits are currently provided:

- **Retirement Plan:** The City of Cerritos contracts with CalPERS. Classic members coverage is 2%@60 with employee paying the member contribution of 7%; PEPRA members coverage is 2%@62 with employee paying the member contribution of 7%. The City does not contribute to Social Security.
- **Health Insurance:** The City will contribute monthly the cost of PERS Platinum family coverage, currently \$2,941 per month, which can be applied towards any PERS health insurance plan.
- **Dental and Vision:** Employees are covered as primary insured under a dental and optical plan provided by the City.

- **Annual Vacation:** 17 days per year (to a maximum of 22 days)
- **Executive Leave:** 5 days per year
- **Holidays:** 11 days per year
- **Floating Holiday:** 1 day per year
- **Sick Leave:** 90 days per incident
- **Physical Exam Allowance:** \$500 per year
- **Cell Phone Allowance:** \$600 per year
- **Life Insurance Policy:** \$200,000 policy
- **Tuition Reimbursement:** \$3,000 per year

To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply by **Monday, November 4, 2024**. Electronic submittals are strongly preferred via email to apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and five professional references. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries are welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Cerritos is an equal opportunity employer.



www.cerritos.gov