

# City of Morro Bay

## CITY CLERK



The City of Morro Bay is looking for a City Clerk who is an experienced professional with excellent communication and interpersonal skills. The ideal candidate will be collaborative, trustworthy, knowledgeable in applicable laws and regulations, have a proven ability to work in a fast-paced changing environment, and bring enthusiasm for public service to the position of City Clerk and member of the City's leadership team. The right candidate will be a team player completely invested in high performance as well as organizational and community success. Learn more within.

**Applications due July 1, 2022**



## Morro Bay: Rock Solid Together

The City of Morro Bay is located on California's Central Coast, halfway between Los Angeles and San Francisco, in San Luis Obispo County. Boasting a close-knit community of approximately 10,500, the City is blessed with a temperate year-round marine climate that offers residents the peaceful tranquility of a coastal fishing village, only 12 miles from the convenience of San Luis Obispo's shops, dining, and entertainment. Our City motto, "rock solid together" expresses our community's attitude of collaboration and cooperation.

Morro Bay is instantly recognizable to anyone who has traveled up California's picturesque Highway 1 along the Central Coast thanks to Morro Rock, a 500-foot extinct volcano that serves as a breathtaking attraction for visitors and long-time residents alike. On a given day, you can find surfers enjoying the waves along its banks, paddleboarders taking advantage of the glassy waters of the bay, bird watchers observing some of the over 200 species in our natural estuary, or travelers setting up camp on the sand for the night. A tourist destination close to Hearst Castle and the Big Sur Coastline, the City receives 800,000 visitors annually from all over the world, who are drawn to its natural beauty, slow pace, and quaint atmosphere.

While the City very much values its visitors, it is highly dedicated to serving our Morro Bay residents. They are active and involved in their community, and the City makes every effort to communicate important issues clearly and involve them in decision-making processes when appropriate. In turn, the residents support the City. In fact, Measure E-20, a 1% sales tax measure on the November 2020 ballot, passed with more than 58% of votes.



## City Government

The City of Morro Bay is a general law city, incorporated in 1964, with a City Council/City Manager form of government. The City has an elected Mayor and (4) Council Members, elected at large, that enjoy a positive and effective working relationship with each other and City staff. Morro Bay is a full-service City with a FY 21-22 operating budget of \$53 million, capital budget of \$94 million, and staff of 98 employees, organized in the following departments: Finance (Information Technology), City Clerk (Human Resources), Administration (Recreation Services), Fire, Harbor, Police, Community Development, and Public Works.

Morro Bay is a beautiful place to work and call home. In addition to the incredible nature that surrounds the City, it boasts 13 parks, a County golf course, and a charming downtown corridor that includes used books stores, arts and crafts stores, coffee shops, restaurants and more. During non-pandemic years, our community enjoys a number of City-hosted events, including the Winter Bird Festival, Cruisin' Morro Bay Classic Car Show, Fourth of July Celebration, Art in the Park, Harbor Festival, Avocado Margarita Festival, and the Lighted Boat Parade.

In spite of its easy-going coastal charm, Morro Bay is also dedicated to advancing technologies and growth. Currently, we are in the midst of building a \$145 Million Water Reclamation Facility that will replace the City's existing wastewater treatment plant with an advanced water purification facility to protect the environment and contribute a safe and reliable water source for Morro Bay's homes and businesses. The project is expected to be completed in 2023. Other exciting developments in the works include the decommissioning of an existing treatment plant, a new roundabout, water tank replacements, harbor infrastructure improvements, various wastewater projects, and the creation of a capital improvement plan.

## About the Position:

# CITY CLERK

**Under direction of the Administration Department, the City Clerk will be responsible for planning, directing, supervising and coordinating activities of the City Clerk's office which include maintaining the City's legislative history, administering municipal elections, ensuring compliance with the Political Reform Act, preparing legislative agendas and minutes, attending City Council meetings, administering the City's records management program, providing administrative and policy support for Council including coordination of all Council advisory bodies and, in compliance with applicable laws, local ordinances, and policies and procedures.**



## Essential Duties & Responsibilities

- Plans, manages, and oversees the daily functions, programs, services, and activities of the City Clerk's office, including administration, legislative administration, election management, and records management.
- Ensures the legislative process, including City elections and City Council meetings are open and public pursuant to State law and the Brown Act.
- Coordinates the production of Council agendas and supporting material; attends Council meetings and records actions taken; disseminates information related to Council actions; ensures legal notification has been given.
- Plans, manages, and conducts municipal elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes
- Administers recruitment and selection process for members of City boards, commissions, and advisory bodies; ensures advisory body members receive proper orientation and training; administers and files oaths of office.
- Administers the provisions of various State laws, including the California Elections Code, Political Reform Act, Brown Act, Maddy Act, and Public Records Act.
- Serves as the Filing officer for State and City mandated statements of economic interest, certification of ethics training, harassment prevention training, and other similar filings; facilitates the biennial review and update of the City's Conflict of Interest Code.
- Assists in maintaining the City's website, including posting of agendas, minutes, advisory body openings, various reports and general informational materials.
- Ensures compliance with the preservation of the City's vital records and availability of these records in accordance with Federal, State, and local statutory requirements.
- Updates, maintains and oversees the City's Records Retention Policy and Records Retention Schedule to assure schedules and procedures are adhered to and statutory requirements are met; recommends improvements and modifications.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; coordinates and monitors requests for records, ensuring that every person's right to inspect public records of the City is upheld.
- Manages the processing, indexing, codification, certification, recordation and maintenance of vital records including ordinances, resolutions, deeds, contracts and other documents in accordance with statutory requirements.
- Coordinates City Clerk's Office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.
- Administers and manages a variety of functions in the Clerk's office
- Updates and maintains a variety of Council and City regulations, policies and handbooks, interprets said documents for staff and the general public, and facilitates training to ensure compliance with these documents.

## KEY TRAITS FOR SUCCESS

### Communicative

Responsiveness to community concerns and a customer-service mindset when dealing with the community are essential. The successful candidate will set clear goals and articulate plans for reaching them. They will strive to build and strengthen relationships across division and departmental lines.

### Collaborative

This role will require frequent collaboration with other staff. The chosen candidate must be able to communicate and collaborate actively with other City departments, community stakeholders, and regional partners.

### Problem Solver

The successful candidate will be an optimistic and strategic professional who operates with a sense of urgency and will possess the ability to identify opportunities and anticipate challenges that are aligned with the overall goals of the organization. They work with others to develop solutions to complex challenges, have confidence in decision making, and be comfortable working in a fast-paced environment with a diverse workload.

## Preferred Education & Experience:

- Equivalent to graduation from an accredited four year college or university with major work in public or business administration, or closely related field. (Job-related experience may be substituted for the required education on a year-for-year basis.)
- Possession of, or ability to obtain, a Certified Municipal Clerk certificate within 2 years.
- Possession of, or ability to obtain, a Notary Public certification.
- Valid and appropriate California Driver's License.

For a full description of the position and workplace requirements and conditions, please visit: [MorroBayCA.gov/832/Employment-Opportunities](https://MorroBayCA.gov/832/Employment-Opportunities).

## Compensation & Benefits

- The competitive salary for this management position is dependent upon the selected candidate's qualifications, with a current salary range between \$82,459 - \$100,229. Effective July 1, 2022, the estimated annual salary range (pending Council approval) is \$87,406 and \$106,243
- Additionally, the selected candidate will enjoy an excellent benefits package including CalPERS retirement (2% at 60 for "Classic" members and 2% at 62 for PEPRA). The City does not participate in Social Security.
- The city covers employee's health care premiums and a portion of dependents'
- The city provides Dental, Vision coverage, and a \$50,000 life insurance policy.
- 457 Deferred Compensation plans available with employer contribution.
- Vacation: employees receive 10 days per year increasing to 20 days after 20 years; partial credit for prior years of public sector service may be granted..
- Holidays: employees receive 11 days per year plus 2 Floating Holidays.
- Sick Leave: employees receive 12 days per year.
- A flexible workplace/telecommuting policy is currently under review.

## Application process

Complete City employment application available at [MorroBayCA.gov/832/Employment-Opportunities](https://MorroBayCA.gov/832/Employment-Opportunities).

Interested candidates should apply immediately.

**Applications will be open until filled with the first review on July 1, 2022.**

Electronic submittals are strongly preferred and should be directed to Laurie Goforth of the Human Resources Department at [lgoforth@morrobayca.gov](mailto:lgoforth@morrobayca.gov) and include the following: **Completed application, compelling cover letter;** and **comprehensive resume.**

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Laurie Goforth, City of Morro Bay Human Resources, at (805) 772-6207. Interested candidates are encouraged to submit materials early for maximum consideration.

**The City of Morro Bay is an Equal Opportunity Employer.**

## RECRUITMENT GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.