



The City of Rancho Cucamonga
invites you to apply for

CITY CLERK SERVICES DIRECTOR

Are you an experienced professional who blends a deep knowledge of public process with a collaborative, people-centered leadership style? The City of Rancho Cucamonga is seeking an intentional, forward-thinking City Clerk Services Director to lead a strong, capable team into its next phase of cultural and professional growth.

Join a dedicated team where your expertise is respected, your leadership makes a difference and your work helps build trust in local government through transparency, civic engagement and integrity.





About Rancho Cucamonga

Nestled at the foothills of the San Gabriel Mountains in sunny Southern California, Rancho Cucamonga prides itself on its well-planned neighborhoods, strategic investments and the quality of life it offers its residents and visitors alike. Rancho Cucamonga's strength lies within a commitment to innovation and pursuit of excellence. With a population of over 177,000, this award-winning city has been recognized as one of the Best Places to Live by Money Magazine. Think palm trees, mountain views, amazing amenities, cutting-edge tech and a team that loves working together!

Why work for us?

We call ourselves Team RC. We're here to serve our community with integrity, transparency and heart. If you enjoy working in a high-performing, fun-loving leadership team in a flexible and diverse workspace, look no further. Our culture is rooted in delivering exceptional customer service, encouraging both professional and personal growth through a supportive learning environment. We build team spirit through engaging activities, promote ethical leadership and supportive supervision and embrace challenges as opportunities for innovation.

Our Vision

Team RC exceeds the expectations of those we serve, with pride in the delivery of quality services and programs in an environment of employee excellence and innovation, empowered by inspired leadership, opportunity and a collaborative spirit.

Our Mission

Team RC delivers superior service to all who live, work and play in our community.

[Read more about our culture and values.](#)

Fun Fact: Rancho Cucamonga's 50th Anniversary will be celebrated in 2027. We are celebrating early with our [Livin' Rancho Cucamonga Music Video!](#)



Team RC Employee Value Proposition

When you work for Team RC, you are getting more than just a job. You engage in a career and a supportive community that will help you develop both professionally and personally. You will work in an environment that celebrates your accomplishments and recognizes that failures are a path to growth. Team RC is a team where work-life integration is championed and you get to experience the reward of seeing your unique contributions positively impact the residents of our **world-class community!**

Our Values

Service

People

Individual Excellence

Rancho Way

Innovation

Teamwork



The City Clerk Services Department

The City Clerk Services Department (CCSD) is at the heart of transparent governance and civic access in Rancho Cucamonga. The department not only manages records and prepares agendas, it ensures the City's legislative processes run smoothly, securely and in full compliance with state and local laws.

Led by the City Clerk Services Director, the department plays a vital role in supporting public participation, organizing elections, preserving official records and ensuring access to government information. It's where organizational integrity meets public trust.

The City Clerk Services Department supports nearly every facet of City government:



Agenda Management Modernization: Enhancing the agenda creation and publishing process to streamline workflows, increase accessibility and ensure timely, accurate public information.



Election Preparedness and Voter Engagement: Supporting fair, inclusive elections while promoting informed participation.



Records Management Transformation: Implementing updated records retention policies and exploring digital solutions to improve access, efficiency and compliance across all departments.



Public Transparency and Digital Access: Expanding public access to records, meetings and city data through user-friendly platforms that make transparency the standard, not the exception.



Board, Commission and Legislative Support: Support the City Council and all advisory bodies with legislative management, training and coordination, keeping government responsive and organized.

City Clerk Services Director Areas of Responsibility

Departmental Leadership and Staff Supervision

Interdepartmental Coordination

Municipal Code Updates

FPPC Filing Oversight

Preparation and Administration of Departmental Budget

Building and Nurturing a Positive, Cohesive Department Culture

The Position

As our next City Clerk Services Director, you'll lead a dedicated team of five service-oriented, mission-driven professionals. Building on a strong operational foundation, your leadership will help unify the team, strengthen cross-departmental workflows and elevate the department's role across the organization. This is a unique opportunity to shape culture, develop talent and guide a high-performing team into its next chapter.



Reporting to a Deputy City Manager, you'll...

- Oversee the four core functions of the department: agenda management, legislation, records management and municipal elections.
- Establish the department's policies, goals and objectives.
- Ensure a high-level of public relations and customer service to the community and City offices.
- Interpret City ordinances and policies in coordination with the City Manager team and in consultation with the City Attorney's Office.
- Manage the preparation of official records and archives of the City.
- Develop and administer the department's budget.
- Collaborate with City departments to create and distribute City Council agendas.
- Maintain the City's Municipal and Zoning Codes.
- Administer municipal elections and ensure conformance to the elections code.
- Conduct the recruitment and appointment process for board and commission memberships.
- Provide official notification to the public regarding public hearings, including legal advertising of notices.
- Coach and develop a high-performing, growth-minded team.
- Foster and invest in a healthy, high-performing department culture, rooted in the City's core values.

This role is ideal for a leader who balances strategic insight with operational know-how and leads by example every step of the way.

[You can read the full job description here.](#)

Our Ideal Candidate

You're a proactive, emotionally intelligent, people-centered leader who balances structure with flexibility. You know when to step in, when to step back and how to bring out the best in a high-performing team. You handle high-pressure situations with clarity, tact and the right amount of urgency.

You're our ideal match if you're:

- Calm under pressure
- Clear, timely and intentional in your communication
- Curious, collaborative and open to new perspectives
- Comfortable having tough conversations with respect and transparency
- Skilled at creating team clarity without micromanaging
- Growth-minded and passionate about developing others
- Inclusive and approachable





Qualifications

The ideal candidate will combine deep technical knowledge, proven leadership skills and a genuine commitment to team development and growth.

Education and Experience

- A Bachelor's degree in business administration, public administration or a related field is required.
- At least seven years of increasingly responsible professional experience in a City Clerk's office including two years in a supervisory or management capacity.
 - An equivalent combination of training and experience is acceptable.
- Experience at a Director or Deputy Director level is highly desirable.
- A Master's degree in a related field is a plus.

Key Competencies

Clerk Services Strategy: Demonstrated expertise in overseeing City Clerk services, including agenda management, legislation, municipal elections and records management.

Operational Leadership: Proven ability to oversee complex departmental functions, optimize workflows and ensure timely, accurate delivery of council agendas, minutes and official records.

Team Development and Culture Building: Experienced in leading, mentoring and inspiring a tight-knit team, fostering collaboration, boosting morale and promoting a positive, inclusive workplace culture.

Communication and Stakeholder Engagement: Skilled at clearly explaining complex legislative and procedural matters, facilitating open dialogue and building strong partnerships internally and within the community.

Licenses and Certifications

- Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk is required.
- Certification as a Master Municipal Clerk and/or Notary Public is desirable.

[You can read the full job description here.](#)



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Compensation and Benefits

The annual salary range for the City Clerk Services Director is \$124,812 – \$176,964.

At Team RC, we believe in creating a safe, inclusive and healthy work environment. We aim to offer benefits that promote work-life balance, financial security and healthy living:

- **Retirement** – California Public Employee's Retirement System (CalPERS) [PEPRA or 2% @55 if Classic]
- **Medical** – \$1,500/month City-paid
- **Dental** – City-paid for employee and family
- **Vision** – City-paid for employee and family
- **Executive Reimbursement** – Up to \$2,000 reimbursement towards an approved Executive Physical or Technology reimbursement per fiscal year
- **Deferred Compensation** – 6% City-paid for employees. The City will match up to an additional 4%
- **Automobile Allowance** – \$500 per month
- **Management Leave** – 100 hours per fiscal year
- **Vacation** – 100 hours per year, increasing to 200 hours after fifteen years of service. Buyback option of up to 200 hours per fiscal year (employee must maintain 80 hours accrued)
- **Sick Leave** – 120 hours of sick time per year
- **Holidays** – 14 paid holidays (including three discretionary floating holidays) per year
- **Personal Leave** – 40 hours of sick leave or vacation time may be used for personal leave per fiscal year
- **Bereavement Leave** – 80 hours of paid bereavement leave as needed and an additional 40 hours if leave is related to specific relatives outlined in the MOU
- **Paid Natal and Adoption Leave** – 120 hours paid leave
- **Life Insurance** – City contributes 100% of the normal base salary plus \$75,000; Employee can elect additional life insurance for self, spouse and children
- **Long-Term Disability (LTD)** – Provided by City
- **Flexible Spending Account (FSA)** – Medical and Dependent Care available
- **Voluntary Employee Benefit Association (VEBA)** – Employee pays mandatory \$100 fee on a bi-weekly basis
- **Tuition Reimbursement** – up to \$2,300 per fiscal year

Ways We Support Our RC Family

Supporting employees and their families – Paid leave, health insurance, retirement benefits and on-site programs for babies and dogs

Access to a healthy lifestyle – On-site fitness centers, wellness programs (health and financial wellness and ongoing lunch and learns)

Financial support – Matching deferred compensation benefits and financial planning resources

Continuous learning – Yearly individualized, professional development plans, professional and personal learning opportunities, leadership and supervisory academies, tuition reimbursement and support for participation in professional organizations and conference attendance



RANCHO
CUCAMONGA



TRIEPI SMITH
—TALENT SOLUTIONS—

Ready to join our team?

We want to hear from you! Send your resume and cover letter to Christine Martin at Talent@TripepiSmith.com by **Wednesday, September 3, 2025**.

Following the submission deadline, selected candidates will be screened for qualifications. Feel free to contact Christine Martin at 949-993-6531 should you have any questions.

Recruitment Timeline

Application Deadline: September 3, 2025

Tentative First Round Interviews: Week of September 15, 2025

Tentative Second Round Interviews: Week of September 22, 2025

Desired Start Date: October 2025