



The City of Westminster
invites you to apply for

City Clerk



Are you an experienced municipal clerk who takes pride in the essential work that keeps a city running?

The City of Westminster is seeking a City Clerk who is ready to step into a working leadership role, bringing structure and accountability to the City Clerk's Office.

This is a unique opportunity to lead essential City Clerk functions, including elections administration, records management and City Council support. The ideal candidate brings strong knowledge of California laws and procedures, remains composed in high-pressure situations and leads with a hands-on, solutions-oriented approach. The City is seeking a thoughtful and engaging professional who values the Clerk profession, leads by example and can make a lasting impact through steady leadership and long-term vision.

About the City of Westminster

The City of Westminster is a vibrant and culturally rich community located in the heart of Orange County. The City is internationally recognized as the home of Little Saigon, one of the largest Vietnamese communities outside of Vietnam, and serves as a major center for culture, commerce and entrepreneurship. With more than 700 businesses and nearly \$1 billion in annual economic activity, Little Saigon reflects Westminster's strong small business environment and its role as a regional destination for residents and visitors alike.

Westminster offers a unique opportunity for professionals seeking meaningful public service in a diverse and evolving community. The City actively invests in economic development, community programming and neighborhood enhancements, including ongoing initiatives to strengthen its cultural districts and support local businesses. Its central location provides convenient access to major employment centers, beaches and regional attractions across Orange County, making it both a dynamic workplace and an attractive place to live.

Why work for us?

Working for the City of Westminster means joining a team that values purpose and real-world impact. As a well-established city in the heart of Orange County, Westminster is an ideal place to grow a meaningful public sector career. The City offers a unique environment where public service professionals make a difference while serving a dynamic and engaged population.

Employees here are trusted to take ownership of their work and contribute in ways that truly matter. The City encourages a hands-on approach, where staff plays an active role in improving processes and advancing initiatives. You are empowered to take initiative and address both immediate needs and long-term priorities, creating an environment where accountability and consistency are key to success.

The Office of the City Clerk

The City Clerk's Office serves as the hub for the City's legislative and public records function, playing a key role in how the organization operates and communicates with the community. Supported by a small but impactful team, the Office is responsible for upholding transparency, maintaining compliance with legal requirements and ensuring the smooth administration of City governance.

The Office oversees a wide range of responsibilities, including coordinating City Council and advisory bodies meetings, maintaining and preserving official records, administering municipal elections and ensuring compliance with state and local regulations. The work requires a high level of organization, attention to detail and knowledge of evolving legal requirements.

In addition to its regulatory responsibilities, the City Clerk's Office serves as a key point of contact for the public, elected officials and City staff. The team of five assists with inquiries and facilitates civic engagement. The environment is fast-paced and deadline-driven, requiring strong coordination, responsiveness and a consistent focus on providing reliable and professional service.



Our Values



Customer Service



Loyalty



Innovative Partnerships



Integrity



Pride



Environment



Participation



Employees



Responsibility



City Council



Innovation

Fun Fact: Westminster is the home of the largest and oldest Little Saigon district in the United States.



WELCOME TO
LITTLE SAIGON
VIETNAMESE BUSINESS DISTRICT

CITY OF WESTMINSTER

The Position

As the next City Clerk, you will serve in a critical executive role overseeing the operations of the City Clerk's Office. This position blends hands-on management with a deep understanding of municipal governance, elections and records administration. You will ensure that City Council actions, public records and obligations are handled accurately and efficiently. The role offers a unique opportunity to modernize processes, strengthen departmental performance and lead a vital team in delivering high-quality public service.

Reporting to the City Manager, you will:

- Direct, manage and supervise the programs and activities of the City Clerk's Office, ensuring all statutory and constitutional duties are fulfilled
- Oversee City Council, Successor Agency, and Housing Authority agendas, meetings and official actions; and mentor other commission secretaries
- Manage municipal elections, candidate filings and compliance with federal, state and local elections
- Maintain and safeguard vital, permanent and historic City records, including contracts, resolutions, ordinances and public disclosures
- Supervise staff, mentor team members and participate in professional development for office personnel
- Implement office policies and procedures, manage workflows and oversee the annual budget for the department
- Lead projects to enhance efficiency, resolve backlog issues and address department-wide operational challenges, including new legislative requirements such as SB 707

[Read the full job description here.](#)

Our Ideal Candidate

Westminster is seeking a knowledgeable professional to serve as its next City Clerk. You bring a strong foundation in municipal clerk functions and understand the importance of being fully engaged in the work. You are present, responsive and willing to step in to support the team and the organization as needed.

- Comfortable operating at a strategic and operational level, staying involved in the details while guiding the work forward
- Experienced in California municipal clerk responsibilities, with a solid understanding of elections, records and legislative requirements
- Consistent and dependable, with a strong sense of ownership and follow-through
- Able to adjust quickly to changing agendas, unexpected items and tight deadlines
- An effective communicator who can navigate interactions with elected officials, staff and the public with professionalism
- Calm and objective in challenging situations, with the ability to remain neutral and solution-oriented
- Highly organized and capable of managing competing priorities without compromising accuracy
- Interested in building stability within the office and contributing over the long term
- A hands-on leader who is present, engaged and willing to step in alongside staff to support the work
- Committed to mentoring and developing the team, fostering growth, accountability and a positive work environment
- Hard-working and driven, setting a high standard of excellence and leading by example
- Genuinely interested in the City Clerk profession and motivated to contribute to its integrity and impact





Qualifications

Education & Experience

- Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management or a related field.
- Five years of increasingly responsible experience in a City Clerk's Office or equivalent experience in a similar government entity. At least three years of the required experience must have included administrative and supervisory responsibility.

Licenses & Certifications

- Designation as a Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks is highly desirable.
- Commission as a Notary Public in the State of California within six months of appointment.
- Possession of a valid California Driver's License.

[Read the full job description here.](#)

Compensation & Benefits

The annual salary for the City Clerk is **\$128,388 to \$163,860, with additional salary adjustments anticipated in July.**

The City also offers an attractive benefits package:

- Flexible Benefit Bank: \$1,600/month for medical, dental, vision and life insurance (+\$400/month for CalPERS family medical; unused funds paid out)
- Retirement: CalPERS plan (2.0% @ 60 or 2.0% @ 62; employee contributes 7-8.25%; No Social Security)
- Executive Leave: 120 hours annually (prorated)
- Vacation: 120 hours/year starting, increases with service; cash-out option; 200 hour cap
- Holidays 11 paid holidays and 27 hours floating holiday
- Sick Leave: 96 hours/year; 50% cash-out of prior year accrual
- Work Schedule: 4/10 or 9/80 options
- Additional pay: Bilingual pay (\$150/month) and longevity pay (2%-10% at 21-25 years)
- Cell Phone: \$100/month reimbursement
- Car Allowance: \$300/month

[See the full benefits guide.](#)



How to Apply

To be considered for this position, send your resume and cover letter to Christine Martin at Talent@TripepiSmith.com by **5:00 p.m. (Pacific) on Wednesday, June 3.**

Candidates may be screened for qualifications following the submission deadline. If you require additional information or have questions, please contact Christine Martin at **949-993-6531.**

