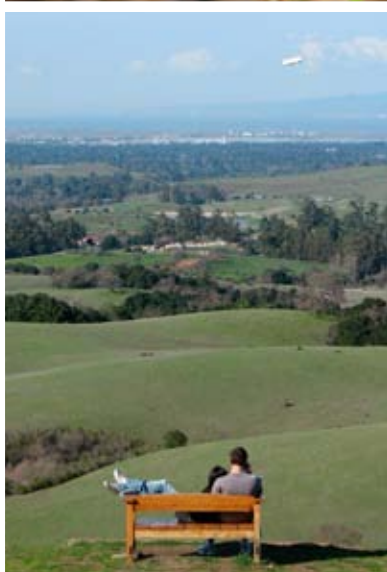




CITY OF
**PALO
ALTO**

is accepting applications for the position of
City Clerk



“What is the city but the people?” Shakespeare

Innovation, People,

The Community

Located between San Francisco and San Jose, Palo Alto is a community of approximately 65,000 residents and is home to more than 7,000 businesses. The City's population doubles during the daytime. The tree-lined streets and historic buildings reflect its California heritage and at the same time, Palo Alto is recognized worldwide as a leader in cutting-edge technological, medical, and green innovation. This mix of tradition and innovation makes Palo Alto an extraordinary place. As the birthplace of Silicon Valley, Palo Alto is a global center of technology and innovation where many world class businesses have their corporate or regional headquarters including: Amazon, AOL, Hewlett Packard, Palantir Technologies, Palo Alto Medical Foundation, SAP, Space Systems/Loral, Tesla Motors, Varian Medical Systems, and VMware. Palo Alto is also home to numerous start-ups.

Palo Alto is home to Stanford University and is a community dedicated to life-long learning. The excellent Palo Alto school district ranks in the top of public school systems in California. Stanford University, with its cultural and educational offerings, is integral to the vibrant charm and beauty of Palo Alto. A recent survey ranked Palo Alto as California's most educated city, with almost 50% of adult residents holding a graduate degree or more.

The City has many recreational opportunities, great shopping

and dining, excellent health care facilities, theater and the performing arts, film festivals, and sports. This community is also known for its wonderful neighborhoods, tree-lined streets, mild weather, and active citizens with a strong environmental concern. Various businesses and shopping districts, from the Stanford Research Park to California Avenue to University Avenue and Palo Alto's vibrant downtown, join with Palo Alto's smart citizenry to make Palo Alto an extraordinary place.

The Organization

Palo Alto is a Charter City with a council-manager form of government and a nine-member City Council elected at-large. The Mayor and Council appoint the City Manager who is responsible for the strategic direction and day-to-day operations of the City government, which is organized into fourteen departments/offices employing 1,036 staff. The City has a FY 2015 budget of \$470 million.

Palo Alto is an award-winning City recognized nationally as innovative and well-managed, one of a small number of California cities with a AAA bond rating. City services and performance receive high marks from citizens in the annual citizens survey conducted each year by the National Research Center in Boulder, Colorado. Many Palo Alto citizen ratings put City programs and services in the highest percentiles among the hundreds of benchmark

cities in the survey. In the past year, Palo Alto was named the most livable city in the U.S. by Livability.com and the #1 Digital City in its population category by the Center for Digital Government. Numerous other recognitions occur each year. As a rule, the City employs very thorough processes and proactively seeks to involve its highly informed, educated, and involved constituents. Projects are naturally a cooperative effort between Boards and Commissions, City Council, engaged citizens, neighborhoods and developers, and staff.

Unique among California cities, Palo Alto is a full-service municipality that owns and operates its gas, electric, water, sewer, refuse, storm drainage and fiber services at competitive rates for its customers.

The City Clerk's Office provides high quality public service to connect the public with the legislative process; ensure the city's legislative processes are open and transparent; facilitate the preservation of Palo Alto's legislative history, including approved minutes; assist with public records requests, claims, applications for appointment to boards and commissions, and elections administration; update and maintain city ordinances and codes, provide access to legislative meeting information, and coordinate statements of economic interest as well as campaign and other financial disclosure related filings; and ensure the City Clerk and

Culture, Performance

City Council web pages are current and accurate.

The City Clerk's Office is staffed with a City Clerk, Assistant City Clerk, Deputy City Clerk, two Administrative Assistants, and part-time Hearing Officer. The FY 2015 adopted budget for the Office is \$1,275,524 and initiatives include:

- Implement electronic filings for Campaign Disclosure Forms required by the FPPC.
- Research automated public records programs to ease recording, tracking, and answering requests.
- Research automation of board and commission recruitment process and applications.

In addition, the Palo Alto City Council is currently considering a change in the manner in which meeting minutes are transcribed from "sense" minutes to verbatim minutes, which are strongly preferred by the community's constituents.

To learn more about Palo Alto, please visit the city's web site at www.cityofpaloalto.org.

The Position

This career opportunity is available given the recent retirement of Donna Grider, who served as Palo Alto's City Clerk for the past 14 years.

As one of four CAOs of the city, the City Clerk is responsible for ensuring transparency and open

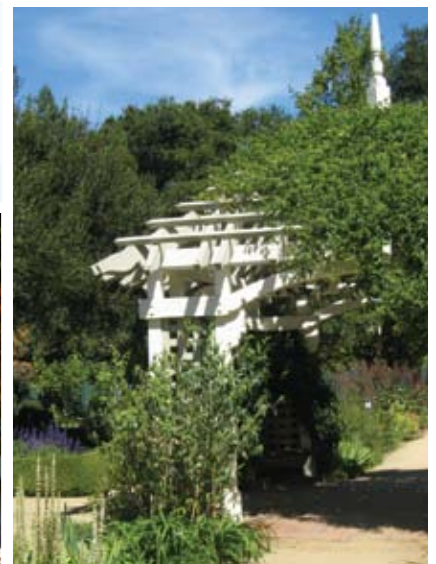
government to the community. The Palo Alto City Council meets on the first three Mondays of every month, and the City Clerk's office is responsible for preparation and distribution of the Council agenda and packet as well as recording of accurate motions and minutes. In addition, the City Clerk conducts, coordinates, and facilitates the City Council and other city elections. This position is responsible for appropriate filings with the Fair Political Practices Commission and coordination of all Public Records Act requirements. Other duties include administration of the city's records management program ensuring compliance with appropriate guidelines for records retention and disposition; coordination with other city departments and outside agencies and organizations on a variety of sensitive issues; developing and administering the City Clerk's Office budget; maintaining and revising the city's Municipal Code; and managing the preparation and distribution of notices in accordance with municipal, state, and federal requirements. The desired candidate will possess proven leadership skills and the ability to effectively manage a diverse staff dedicated to quality customer service.

In supporting the City Council, the City Clerk will work

collaboratively with other CAOs and city departments in facilitating the Council's vision, while upholding the duties and role of the Clerk's office with confidence and independence.

The desired candidate has been described as having the knowledge, ability, and experience to assess current operations of the City Clerk's Office and institute innovative processes, modifications, and technological efficiencies where necessary. The Mayor and City Council are seeking a detail-oriented professional with strong organizational skills, energy and focus, as well as an ability to make decisions independently. In addition, the City Clerk will possess the intellectual capacity to fully understand the desired direction of the Council.

The successful City Clerk, will be visible, accessible, and serve as an ambassador of the city to the community. In this regard, the City Clerk is expected to remain impartial, unbiased, even handed,



and apolitical. Strong interpersonal skills, a calm demeanor under pressure, and a customer service orientation are critical to the role of the City Clerk.

This is an excellent career opportunity for an individual with experience working with an elected or appointed body within a local government agency. The ideal candidate will possess increasingly responsible and complex administrative experience within a City Clerk’s office or similar, including at least two years of supervisory experience. Education equivalent to a Bachelor’s degree from an accredited college or university is required. Certification as a Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is strongly desired. In addition, the Palo Alto organization encourages continuing education and active involvement within the profession.

The Compensation

The current annual salary range for the position of City Clerk is \$130,000 to \$160,000, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the city offers a competitive benefits package including the following.

Retirement – CalPERS 2% @ 60 formula for Classic employees; 2% @ 62 formula for new members. Employee contributes 7% for Classic or 6.25% for new members toward CalPERS, depending on the plan.

Retiree Medical Plan – For employees, spouse, and dependents, when employee has at least 5 years’ service with Palo Alto and at least 10 years’ service in CalPERS, provided under Gov. Code 22893.

Medical Plan – Flat rate employee contribution, based on 10% of total City cost of the second most expensive plan offered, for employee and dependents

Dental and Vision Plans – fully paid for employee and dependents.

Vacation – 120-200 hours annually depending on years of service.

Management Leave – 80 hours per calendar year.

Other Leave – 96 hours of sick leave per year; 12 paid holidays.

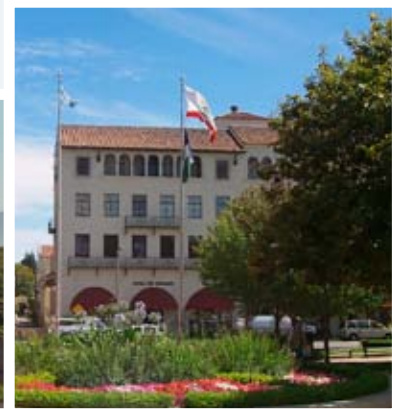
Life and AD&D Insurance – fully paid up to annual salary.

Additional Benefit – annual contribution of \$2,500 for IRS Section 125; compliant uses such as Flexible Spending Accounts, Non-taxable Professional

Development Spending Account, deferred compensation or health club membership.

Employee Development Individual Fund – \$500 toward training, organization memberships, conferences, etc., plus a department wide training budget of \$1,000 per person.

Deferred Compensation Plan – allows employee to save money towards retirement in a 457 Plan through either ICMA or Mass Mutual.



The Recruitment Process

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to call Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.

Search Schedule

- Resume filing deadline February 16, 2015
- Preliminary Interviews..... March 2-5, 2015
- Recommendation of Candidates March 9, 2015
- Finalist Interview Process..... Late March 2015

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.