The City of Hawthorne is recruiting for a Senior Deputy City Clerk position. This newly created classification will be responsible for overseeing the day-to-day job duties of a City Clerk’s Office by supporting the City Council and an elected City Clerk. The Senior Deputy City Clerk will function as the managing department head and represent the City Clerk’s Office on the executive team.

The City of Hawthorne is looking for a candidate who brings a solid foundation of running and overseeing a City Clerk’s office. The ideal candidate will assist with the challenges of running a City Council meeting remotely and bring fresh ideas of how to utilize technology resources to enhance the City Clerk’s office functions.

ABOUT THE POSITION:

Salary: $6,676 to $9,266 per month

Opens: October 19, 2020
Closes: November 13, 2020 @ 4:00PM

THE CITY OF HAWTHORNE:

Incorporated in 1922, the City of Hawthorne has been proudly serving its community for over 90 years. The City has a strong and diverse population of approximately 88,000 residents within a six square mile area.

Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110) and Glenn M. Anderson (I-105) freeways, the City of Hawthorne could easily be termed the “Hub of the South Bay.” By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers: culture, sports, entertainment, mountains and beaches.

Benefits:
- Classic Members
  - 3% @ 60 and
  - EPMC 8%
- PEPRA Members
  - 2% @ 62
- City contribution to 457 plan
- 40 hours Admin Leave
- City paid Retiree medical
  (Employee only)
QUALIFICATIONS:

- Bachelor’s degree in public administration, business administration or a related field
- Four (4) years of increasingly responsible administrative records management including two (2) years in a City Clerk Office preferably at a local government level
- Certified Municipal Clerk certificate
- Supervisory experience is highly desirable
- Certified California Notary Public within one year of appointment
- Master Municipal Clerk certificate is highly desirable.
- Valid California Class C driver’s license

RECRUITMENT PROCESS:

If you are interested in this employment opportunity, please submit a City application and supplemental questionnaire to the Human Resources Department by mail, email or fax. Please submit all the required documents by Friday, November 13, 2020 at 4:00PM. Note: A resume may be attached but will not be accepted in lieu of the required City application materials.

Application materials will be screened based on the criteria outlined in the job announcement. A select group of candidates with the most relevant qualifications, as submitted, will be invited to participate in the selection process which may include: writing sample or grammar review (evaluation only) and oral interview (100%).

An applicant requiring reasonable accommodation during the recruitment process should contact the Human Resources Department at (310) 349-2950 or hr@cityofhawthorne.org 72 hours in advance of the testing date.

Prior to a conditional offer of employment, a comprehensive background check shall be conducted which may include employment reference check, live scan through the California Department of Justice and/or federal databases and a pre-placement medical examination which may include drug testing.

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer.