PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the City Council of the City of Hawthorne, at its December 15, 2020 special City Council meeting at 6:00 p.m. considered the following:

Vacancy in the Office of City Treasurer.

At the November 3, 2020 election, David Patterson, the City Treasurer, was elected to serve on the City Council. When Mr. Patterson was sworn into office on December 8, 2020, the Office of City Treasurer became vacant. Government Code Section 36512(b) permits the City Council to choose whether to fill the vacancy by appointment or to call an election to fill the vacancy. The City Council will be using an appointment process to fill this vacancy and must do so no later than February 6, 2021.

The statutory duties of the City Treasurer are as follows:

- Receive and safely keep all monies he or she receives for the City.
- Perform such duties relating to the collection of city taxes and license fees as are prescribed by ordinance.
- Comply with all the laws regarding deposit and securing of public funds and the handling of trust funds in his possession.
- Pay out money only on warrants signed by legally designated persons.
- Submit to the City Council and the City Clerk a written report and accounting of all receipts, disbursements and fund balances.
- Appoint deputies to the extent the City Council has budgeted for such deputies and set their compensation.

As a practical matter, the duties of the Treasurer are largely ceremonial. The work of (i) maintaining the City’s accounting and reporting on the City’s finances, (ii) selecting and managing the City’s investments, (iii) receiving and depositing City funds, and (iv) preparing warrants for payment is largely done by the City’s Finance Department Staff. The Finance Department staff is supervised by the Finance Director and the size of that staff (and its compensation) is determined by the City Council. The Finance Director is supervised by the City Manager.
Applications for the office of City Treasurer will be available on December 17, 2020 and must be submitted in person (by appointment only) or via email by January 8, 2021 at 12:00 PM. **Late submissions will not be accepted.**

The City Council will review applications and conduct interviews of the candidates during the special meeting on January 19, 2021 at 6:00 PM. Follow-up interviews may occur during the regular meeting of the City Council on January 26, 2021 at 6:00 PM. An appointment is anticipated to be made on January 26, 2021. Applicants for this vacant office should plan to attend both of these meetings.

Residents wishing to apply for this vacant position must submit a completed application and a resume outlining their relevant knowledge, experience, and qualifications for this position.

Questions about this process should be directed to the Office of the City Clerk at (310) 349-2915 or by email at cityclerk@hawthorne.ca.gov.