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EXECUTIVE SEARCH

City Clerk
CITY OF MOUNTAIN VIEW, CALIFORNIA

THE COMMUNITY

Located between the Santa Cruz Mountains and San Francisco Bay, Mountain View is just over 12 square miles in the heart of the Silicon Valley (10 miles north of San Jose and 35 miles south of San Francisco). The City is home to approximately 80,000 residents and many internationally known corporations, such as Google, Microsoft, Intuit, and LinkedIn, as well as the NASA Ames Research Park and a thriving small business base. While leading the region in innovation and ideas, Mountain View remains committed to the traditional values of strong neighborhoods and resident involvement.

Mountain View prides itself on providing excellent public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In the heart of the City, Mountain View's historic and active downtown offers a wide range of attractions including a vibrant restaurant and shopping scene, cultural events, concerts and a weekly farmers' market. The Civic Center, built around Pioneer Park, has one of the finest performing arts facilities in Northern California, as well as a 60,000 square foot, state-of-the-art Library.

Mountain View's 39 City parks and extensive trail system provide an array of opportunities for recreation and active living. Shoreline-at-Mountain View is a regional park with stunning views along San Francisco Bay, featuring an 18-hole golf course, sailing lake, and 9.35 miles of trail. Shoreline Amphitheater boasts an exciting concert season bringing top name performing artists to Mountain View.

Mountain View is served by excellent public and private schools. Our proximity to some of the best universities in the nation, including Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, and Carnegie Mellon-West, provides top-notch advanced education and opportunities for lifelong learning.

With so much to offer, it is not surprising that, in 2017, Niche.com ranked Mountain View as #8 in the Best Places to Live in California. To learn more about the City of Mountain View, please visit www.mountainview.gov.

THE ORGANIZATION

The City of Mountain View is a progressive, full-service city, operating under the Council-Manager form of government. The seven Council Members are elected at-large for four-year terms that are staggered, with elections held in even-numbered years. Service on the Council is limited to two consecutive full terms, with the ability to run again after a two-year hiatus. Each January, the Council elects one of its members as Mayor and another as Vice Mayor. Assisting the City Council in an advisory capacity is a variety of boards, commissions, and committees.

The Mountain View City Council has a well-earned reputation for taking the lead on challenging

regional issues, working together with civility and treating members of the community and City staff with respect. Every two years, the Council adopts priority goals that provide a focus for the organization's workplan and drive progress on important community issues. Council goals for 2017-19 are Protecting Vulnerable Populations, Housing, Transportation and Environmental Sustainability.

The City Council appoints the City Clerk, City Attorney and City Manager, who oversees the departments of Community Development, Community Services, Finance and Administrative Services, Fire, Information Technology, Library, Police and Public Works. The three Council appointees enjoy a close working relationship as part of a highly collaborative, goal-oriented department head team. Mountain View's sound fiscal practices, strong budget discipline, and diversified tax base, have allowed the City to maintain its AAA credit rating. In fiscal year 2017-18, the City's work in the community is supported by a General Fund budget of \$128 million and just over 600 employees.

The City staff has established the following organizational values that guide City work:

- Provide exceptional service
- Act with integrity
- Treat others with respect

OFFICE OF THE CITY CLERK

The City Clerk's Office receives strong support from the City Council with an atmosphere of teamwork. The Clerk's Office provides administrative support to the Council, is the election official for the City, maintains the City Code, is custodian of the City Seal and legislative history, administers oaths or affirmations, and executes City contracts and agreements. The Office also maintains official City records; administers the recruitment process for positions on boards, commissions and committees; and assists and provides information to the public regarding the legislative operations of government. In addition, the Office maintains records of all Council proceedings, meets all requirements regarding public postings, legal advertising, recordations, and mailing of public hearing notices, and processes Assessment Districts, annexations, deeds, tax cancellations, appeals, and election petitions.

The Mountain View Clerk's Office consolidates elections with the County Clerk, and the City Clerk's Office conducts all City elections and administers campaign and financial disclosure laws. The City Clerk is also responsible for facilitating the conduct of business by the Council and fulfilling legal requirements as set forth in the Charter, City Code, and State Law. The Office also provides reception services to the offices of the City Manager, City Attorney, and City Clerk.

In addition to the City Clerk, the Office has a Deputy City Clerk, one Secretary, and one Office Assistant III. The fiscal year 2017-18 budget is \$655,192.

THE POSITION

This exciting career opportunity is available due to the retirement of Lorrie Brewer, after seven years with the City. Historically, the Office of the City Clerk has enjoyed stability with long-tenured staff and City Clerks.

The new City Clerk will lead the Office by example, fostering a strong customer service culture in serving the City Council, City organization, and

the community. Modeling a positive, can-do approach, the City Clerk will encourage collegiality, collaboration, and professionalism within the Office. The City Clerk will have a propensity for accuracy, attention to detail, and timely communication and responsiveness, thereby ensuring a high quality work product.

The ideal candidate for City Clerk will be approachable and open to new ideas. A good sense of humor is also appreciated. Ensuring accountability within the Office, the City Clerk will set and clearly communicate expectations, provide timely feedback to staff and support staff development and engagement. The City Clerk will work collaboratively with the City Manager and City Attorney and will work closely with City departments as an integral member of the City Executive Team.

The new City Clerk will bring proven experience in running a smooth election process as well as providing competent, neutral service to candidates and proponents/opponents of ballot measures.

The City Clerk's Office also serves as central staff support to all departments in their work with boards and commissions and provides orientation and training for new members. The Clerk's Office will assist advisory body liaisons with the automated agenda system and records retention. The new City Clerk will also assess the current advisory body recruitment system, considering more creative approaches to attract members to serve.

The City Council is seeking an individual who has exceptional knowledge and experience in state-of-the-art technology and automation in relation to the duties of the City Clerk's Office. The ideal candidate will have proven experience in providing an organization and the public with timely and accurate electronic access to information. While the current City Clerk's Office has made significant technological strides, the new City Clerk will continue to assess operations and identify innovative improvements to create future efficiencies and enhancements to public records access. The new City Clerk will continue to administer the City-wide records retention program, work to streamline the Public Records Request process and enhance the automated agenda procedures, meeting organization and related activities. In addition, he/she will continue to educate Council candidates and election committees in the use of the campaign finance electronic filing system. The City Clerk will also consider opportunities for closed caption information for the community's Spanish-speaking residents.

This position requires knowledge of the procedures of a City Clerk's office, principles and practices of municipal government administration, Brown Act, legal and administrative procedures relating to municipal record keeping and records management, regulatory issues, and campaign disclosure requirements. Desirable experience will include the equivalent of two years of college as well as a minimum of two years' experience as a City Clerk, Deputy City Clerk, or similar. Certification as a Municipal Clerk is desirable, however it is not required at time of appointment. The ability to obtain a Municipal Clerk Certification is expected.

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THE COMPENSATION

The annual salary range is \$125,000 to \$160,000, and appointment will be made depending upon qualifications. Benefits include:

CALPERS RETIREMENT – 2.7% at 55 for classic members; 2.0% at 62 for new members; employee contribution to CalPERS is 11.5% for classic members; 10.5% for new members; with no Social Security deduction.

VACATION LEAVE – 12 days per year increasing up to 24 days depending on years of service. Annual vacation cashout program available.

SICK LEAVE – Accrues at 12 days per year. Additional 4 hours of vacation leave is granted for each quarter when sick leave is not used.

MANAGEMENT LEAVE – 12 days per fiscal year; paid out at end of fiscal year if unused.

MEDICAL – Up to 4 health plans available: 2 HMOs, one PPO and a High Deductible Health Plan. The City's medical plans include vision care. The City pays 84% to 95% of medical premiums, depending on the coverage level and plan.

RETIREE HEALTH PROGRAM – Employees have the option to choose between a City funded defined benefit plan or a defined contribution plan.

DENTAL – Standard Dental Insurance; \$2,000 per calendar year annual plan maximum for



non-orthodontia expenses and \$2,500 lifetime maximum for orthodontia. Single employee covered at 100% City paid; the City pays 93% to 94% of dependent premiums depending on the coverage level.

FLEXIBLE BENEFIT PLAN – IRS Section 125 flexible benefits for pretax childcare, transportation, and medical spending.

DEFERRED COMP – ICMA, Nationwide and VOYA deferred compensation plans are available for voluntary employee contributions.

LIFE INSURANCE – Choice of \$50,000 or five times annual salary to a maximum of \$600,000; employee only.

SHORT AND LONG-TERM DISABILITY – 66 2/3% of monthly salary; 30-day waiting period from date of disability; based on maximum of \$5,000/month; income protection plan.

TUITION REIMBURSEMENT – Tuition funds up to \$2,000 annually, plus up to \$10,000 annually with a \$20,000 lifetime maximum toward completion of a job-related bachelor's or master's degree or approved leadership program.

MANAGEMENT DEVELOPMENT – \$1,000 per year in addition to regularly budgeted travel and training.

HOUSING ASSISTANCE PROGRAMS – Housing loans up to a maximum of \$1M.

OTHER BENEFITS – City offers an Employee Assistance Program (EAP), various recreation programs at a discounted cost for the employee and dependents, an onsite gym, a robust wellness program, and commuter benefits.

SEARCH SCHEDULE

Resume filing deadline	December 18, 2017
Preliminary Interviews	January 8-10, 2018
Recommendation of Candidates	January 16, 2018
Semi-Finalist Interview Process	January 22, 2018
Finalist (top 2-3) Interview Process	January 30, 2018

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

THE RECRUITMENT PROCESS

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

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com