



CITY OF OCEANSIDE

Application for CITY CLERK POSITION

This application is defined as a public record under the Public Records Act. Completion and submission of this application is required for consideration of appointment to the City Clerk position through 2020. This application must be submitted no later than 4:00 p.m. on January 23, 2019. You must be a resident of the City of Oceanside and registered to vote.

Please be advised that the City Clerk position will require filing a Statement of Economic Interest if you are appointed.

Attached please find the City Clerk's position description.

It is the policy of the City of Oceanside that no qualified disabled person will be denied the opportunity to apply. Appropriate arrangements will be made to accommodate individuals as needed.

PLEASE RETURN COMPLETED APPLICATIONS TO:

Mail: City Clerk Department
300 North Coast Highway
Oceanside, CA 92054

Email: CityClerk@ci.oceanside.ca.us

APPLICANT'S NAME: _____
(Please print – no nicknames)

HOME ADDRESS: _____
(Street address)

(City) (Zip Code) (Phone Number) (Cell Number)

E-MAIL ADDRESS: _____

CURRENT EMPLOYER: _____
(Company Name)

(Company address)

(City) (Zip) (Phone Number)

POSITION TITLE: _____

PREVIOUS EMPLOYER 1: _____
(Company Name)

(Company address)

(City) (Zip) (Phone Number)

POSITION TITLE: _____

PREVIOUS EMPLOYER 2: _____
(Company Name)

(Company address)

(City) (Zip) (Phone Number)

POSITION TITLE: _____

Please attach a current resume (required).

I have been an Oceanside resident for _____ years.



Please complete the questions below. Attach additional information as necessary to further illustrate your qualifications and interest in the City Clerk's position.

1. Explain your work experience and/or expertise as it relates to the attached position City Clerk position description:

2. Explain your work experience and/or expertise with the Brown Act, California's Open Meeting Law:

3. Why do you want to serve as the City of Oceanside's City Clerk? _____

4. Please list your relevant educational experience. List all post-secondary degrees, types and institutions: _____

5. What community organizations/associations do you belong to? _____

6. Are you related to any City Council or City of Oceanside staff members? If yes, explain:

7. Please list any other pertinent information that you would like the Mayor and City Council to know: _____

If filing electronically, I affirm that the information I have entered is true and this mark is to be considered my Legal Signature.

Applicant's Signature

Date Submitted

Thank you for your willingness to serve your community. The City appreciates your commitment.

CITY OF OCEANSIDE

JOB DESCRIPTION: CITY CLERK

Description:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The City Clerk is an elected official and provides legislative services to the City Council, Community Development Commission, and the Oceanside Harbor District; serves as the secretary to the Community Development Commission and Harbor District; reviews applicable legislation; conducts all general municipal and special elections in accordance with state law, and provides information guides on election processes; serves as a liaison between the public and the Mayor and Council members; maintains complete records and ensures that all public information is accessible; and performs other related work as assigned.

Example of Duties:

Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Maintains custody of the City's public records, including certification, indexing, filing and destruction; attends meetings of the City Council and keeps records and minutes as required; attests to, publishes, or posts ordinances and resolutions; keeps records and minutes for Council appointed commissions; administers procedure for City Council recruitments of boards, commissions and committee members; supervises and directs staff of the City Clerk's Department; conducts special assignments as directed by City Council; and performs other related duties as assigned.

Minimum Qualifications:

Knowledge of:

- State election laws and procedures.
- Principles and practices of supervision.
- Records administration and maintenance.

Ability to:

- Train and supervise staff members.
- Communicate effectively, both verbally and in writing, with the public, staff and elected officials in the administration of complex, detailed laws and regulations.

Experience and Training Guidelines:

Experience: Five years of increasingly responsible experience as an Office Manager or Aide to an elected or appointed board.

Training: A Bachelor's degree in public administration or a closely related field.

License/Certificate: A current, valid, California driver's license; certification as a Municipal Clerk or participant in continuing education for public officials program leading to certification is highly desirable.

Working Conditions:

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.

Salary

City Clerk - Resolution 15-R0468-1

Salary (per month) \$2,015.16; Annual \$24,181.92