

CITY OF OCEANSIDE
NEWS RELEASE



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CITY CLERK'S OFFICE

**For Immediate Release
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OCEANSIDE CITY COUNCIL SEEKS CITY CLERK APPLICANTS

The Oceanside City Council is seeking applicants to fill the vacant City Clerk position. The person appointed will hold office until the expiration of the term (December 2020). Applications may be found on the City of Oceanside website and are due to the City Clerk's Office no later than **4:00 p.m. on January 23, 2019**. Application here: <https://www.ci.oceanside.ca.us/gov/clerk/default.asp>. Please note: a current attached resume is required.

Job Description: City Clerk

The City Clerk 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.

Minimum Qualifications

All applicants must meet the minimum qualifications to be considered for the City Clerk appointment:

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.

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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.

The City Clerk’s position is part-time with an annual salary of \$24,181.