



CITY CLERK

City of Bell Gardens, California

Salary: \$105,600 - \$128,352 annually.

Excellent Benefits: 100% City paid health insurance (HMO) for employee and eligible dependents and a 4/10 Work Schedule

The City Clerk is the local official that serves as a neutral liaison between residents and government, and administers democratic processes to ensure transparency to the public. This position works closely with the City Council, City Manager, staff, the public, and various government and non-government agencies. The City Clerk is responsible for fostering transparency, achieving legal compliance, and meeting the community needs of the City.

Under general direction, conducts and supervises programs of the City Clerk's Office including the maintenance of records, municipal elections, the preparation and maintenance of City Council agendas and minutes, and public information. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization.

The ideal candidate has at least five years of progressively responsible experience in the City Clerk field as a Deputy or Assistant City Clerk; Bachelor's degree or equivalent in Public Administration or a related field; and the following certifications: Certified Municipal Clerk and Master Municipal Clerk; Notary Public Certification; Passport Acceptance Agent.

APPLY BY: July 15, 2022 at 6:00 p.m via the City website at: <https://www.bellgardens.org/government/city-departments/human-resources/jobs>. EOE.