



CITY CLERK

City of Delano, California

Certified City Clerk: \$5,565 - \$6,767 per month plus excellent benefits.

Non - Certified City Clerk: \$5,146 - \$6,257 per month plus excellent benefits.

Under direction of the City Manager and City Council, the City Clerk is responsible for assisting with the planning, organizing, and coordinating the administrative and operational activities of the City Clerk's Office. Compiles and prepares a variety of complex and sensitive correspondence, reports, studies, and proposals. Exercises the highest level of personal discretion in handling confidential and technical matters dealt with by the City Manager and as a City Clerk.

High School Diploma or an equivalent certificate recognized by the State of California. Associate's Degree or two full academic years of attendance at an accredited college or university with major work and/or an emphasis in secretarial or business school, political science, public administration, preferred. Four to six years of experience as a secretary or head of a department for an agency, firm, elected official or senior appointed official or in a California municipality. Prior experience in a confidential office services/secretarial support position highly desirable. Possession of a Municipal City Clerk certificate highly desirable. Certified Notary Public or become certified within six months of appointment. Maintain a valid California Driver License with a driving record acceptable to the City.

Filing Deadline: July 26, 2022 at 4:30 p.m. A resume in-lieu of a completed employment application, facsimile, and/or postmark will not be accepted. For more information please visit the city website at www.cityofdelano.org.