

City of West Sacramento, California

City Clerk

Annual salary range: \$113,868.00 to \$138,384.00

Application deadline: Sunday, October 17, 2021.

The City of West Sacramento is actively recruiting for a City Clerk to lead the City Clerk's Office! Candidates should have knowledge of State Elections Code; the California Public Records Act; State Government Code as it pertains to the office of City Clerk; filing provisions of the State Fair Political Practices Commission; the Brown Act; principles and practices of modern public administration; organization and functions of municipal government, including the roles of a Council/Manager form of government; principles and practices of records management, including records retention laws; modern office practices and procedures including business correspondence, filing and standard equipment operation, including audio-visual equipment.

The City Clerk plans, organizes, and directs all functions and responsibilities of the City Clerk's office as specified by the City Council and as required by law. The City Clerk is an at-will position that is appointed by and sits at the pleasure of the City Manager.

This position receives general supervision from the Assistant City Manager or their designee, and may supervise professional level staff, as well as clerical, technical and temporary staff.

To learn more and to apply, please go to: <https://www.cpshr.us/recruitment/1855>

For additional information, contact:

Fatima Nukic
CPS HR Consulting
(916) 471-3308

To view an online brochure for this position,

visit: <https://www.cpshr.us/recruitment-solutions/executive-search>

City of West Sacramento website: <https://www.cityofwestsacramento.org>



The City of West Sacramento is an equal opportunity employer.