



CAREER OPPORTUNITY

CITY CLERK

CITY OF COLFAX, CA ANNUAL SALARY: \$60,881–\$78,020 DOE/DOQ

THE CITY OF COLFAX, CALIFORNIA, IS SEEKING A CITY CLERK with exceptional organizational skills, excellent communication, and a passion for public service. The City Clerk will direct the daily operations of the City Clerk's Office, manage the Record Retention Program, and attend all City Council meetings. This multifaceted position requires meticulous attention to detail, organizational prowess, and a deep understanding of local government processes and regulations. They are responsible for maintaining and archiving essential records such as meeting minutes, ordinances, resolutions, and contracts. Additionally, they play a crucial role in facilitating democratic processes by overseeing elections, ensuring transparency, and providing public access to records in compliance with freedom of information laws. Beyond administrative duties, this role serves as a vital link between elected officials and the public, managing public inquiries, preparing agendas for council meetings, and assisting with the execution of municipal policies and procedures. The next City Clerk will ensure that the wheels of local government turn smoothly, transparently, and in the best interest of the community we serve—*apply today!*

THE CITY

SITUATED AT THE CROSSING of Interstate 80 and State Route 174, Colfax is a transportation focal point, hosting recreation-seekers as they venture to nearby Rollins Lake; widely popular local hiking trails; Lake Tahoe for skiing, camping, boating, and mountain biking; or to Reno, Nevada, for its entertainment, food, and cultural attractions. Colfax has a unique climate that is ideal for outdoor enthusiasts who enjoy the changing of the seasons. The city receives a moderate amount of snowfall in the winter and enjoys warm summers.

Located in the foothills of Northeastern California and part of the greater Placer County unincorporated area, Colfax features charming historic storefronts with a backdrop of towering pine trees. Colfax was a historic railroad settlement that now hosts an Amtrak stop, with service West to San Francisco and East to Chicago and beyond. It offers a tranquil escape from the hustle and bustle of urban life while remaining conveniently accessible, just 40 minutes away from downtown Sacramento. The city serves as a hub not only for its 2,000–3,000 residents but also the larger surrounding population of 10,000–15,000 people.

EXPLORE THE CHARM OF COLFAX HERE





THE CITY GOVERNMENT

THE CITY CLERK WILL COLLABORATE CLOSELY with the City Manager and assist the proactive City Council, comprised of five members. This role involves implementing Council directives to effectively manage the City's affairs.

The City of Colfax manages an approximate annual budget of \$9 million. The City is comprised of six departments that provide essential services, including: Building and Planning, City Administration, City Clerk, Engineering, Finance, and Public Works. The City is also served by several special districts, including water service provided by Placer County Water Agency and fire protection from CalFIRE. The City employs 12–15 staff including Public Works operational field staff; a Wastewater Plant Operator and operational staff; City Clerk; and an Administrative staff to handle public counter, including permits, accounts payable, and utility billing. The City also has contract staff including a City Planner, City Engineer, Finance Director, and IT support.

2022–2024 ADOPTED BUDGET

LEARN MORE HERE



THE JOB & IDEAL CANDIDATE

THE PRIMARY DUTIES OF THE COLFAX CITY CLERK will include oversight of City Council's administration—including diligently preparing agendas, collecting staff reports, and efficiently managing the City's publicly available information. A critical aspect of this position will involve digitally publishing council packets on the city's website. This task demands an understanding of technology, as you'll be responsible for note-taking and ensuring all logistical aspects are in order.

This position will also oversee business licensing and special events, while posting relevant event information on social media channels for events, elections, and important meetings. During council sessions, the City Clerk will coordinate public comments and overseeing roll call votes. Additionally, you will be entrusted with managing the city's comprehensive calendar, particularly focusing on city elections. This vital role will bridge the gap between County elections and the City of Colfax, ensuring seamless coordination and execution. Always and particularly during the electoral process, the City Clerk will demonstrate professionalism, neutrality, and a non-political approach to their role.

The City Clerk will play a vital role as a liaison, ensuring that the directives from the City Manager are effectively implemented. Strong verbal and written communication skills and the ability to work collaboratively are desired for this role. The ideal candidate is a personable and easygoing professional who works well with others—strong customer service skills are paramount, coupled with an ability to cultivate relationships built on trust and mutual respect! There are numerous opportunities for professional development in this position—including paid CMC certification, on-the-job training, and a supportive and knowledgeable City Council. While experience in a similar role within California is advantageous, it is most essential to bring familiarity with record management to this role.

The ideal candidate will demonstrate the following core competencies...

Learning Agility: Curious, open to new opportunities for professional development, and continuously learning new skills.

Active Listening: Gives individuals their full attention, takes diligent and detailed notes, and paraphrases to ensure understanding of matters of importance.

Industry Knowledge: Understands proper record keeping, relevant rules and ordinances (i.e., the Brown Act and other rules of public information), and the basics of council administration.

Organizing & Planning: Prioritizes time effectively, sets project timelines, and forecasts future needs and action items.

Change Agility: Flexible to new ideas and comfortable with ambiguity.

Communication: Understands the flow of information in the City Clerk's Office, with the Council, and to and from the public. Consistently ensures that the public is informed.



EMPLOYMENT STANDARDS

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying, however a typical way of obtaining these are:

- ▶ **Education:** Equivalent to the completion of the twelfth grade supplemented by course work in business, office management, or a related field.
- ▶ **Experience:** Three years of increasingly responsible secretarial and clerical experience involving frequent public contact or two years of city clerk experience.
- ▶ **Notary Public of the State of California:** City will cover cost of Notary certification, to be obtained within 60 days of employment.
- ▶ **Driver's License:** Possession of a current driver's license. Must be bondable.

DESIRED CERTIFICATIONS

Certified Municipal Clerk: City will cover cost of CMC certification.





SALARY & BENEFITS

The salary range is **\$60,881–\$78,020 DOE/DOQ annually**, plus a generous benefits package which includes:

HEALTH/DENTAL/VISION. City provides a contribution to medical, dental, and vision benefits. For those who do not select our medical plan, there is a \$400.00 cash-in-lieu of benefit.

VACATION. 10 days per year.

HOLIDAY. 13 days per year.

SICK LEAVE. 13 days per year.

TUITION REIMBURSEMENT. \$1,500 tuition reimbursement available for courses that pertain to this position!

RETIREMENT. City participates in the California Public Employees' Retirement System (CalPERS) with a 2% at 60 formula for Classic Employees. For employees covered under PEPRA, the retirement formula is 2% at 62.

* The City Clerk may select to receive either overtime or compensatory time for service during the two monthly City Council meetings. [overtime/compensatory time option chosen annually.]

HOW TO APPLY

For first consideration, apply **FEBRUARY 9** at:

W B C P J O B B O A R D

SAVE THE DATES. Round one interviews will be virtual and held on **FEBRUARY 19**. Finalists will move forward to in-person interviews on **FEBRUARY 26**. Candidates must be available for both dates.

Please contact the **Administrative Services Officer, Shanna Stahl**, with any questions: **530.346.2313**
accounting@colfax-ca.gov

