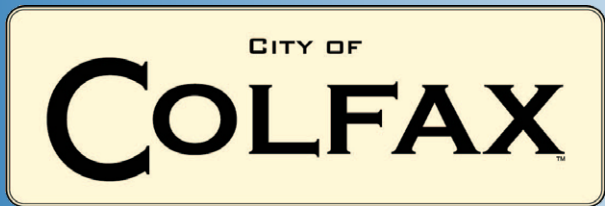


CITY OF COLFAX, CALIFORNIA

City Clerk



CITY OF COLFAX

Above the fog and below the snow the City of Colfax seeks to preserve a healthy, stable, and local economy, while embracing its rich heritage.

Our City values friendly neighborhoods, good schools, and Community organizations, which help create a distinctive town in which to live and work. We value our historic architecture, rich rail history, abundant recreational opportunities and natural resources that enhance the quality of life in Colfax.

Colfax has a strong sense of community. We take pride in our highly collaborative emergency services team, the community's robust civil services and vibrant volunteer organizations. Each group serves the community to create an ideal place to live, work and enjoy the beautiful Sierra Foothills.

The City will continue to provide for a positive plan for growth, infrastructure, and alternative transportation opportunities for its citizens. The City of Colfax will govern in a pro-active manner ensuring the delivery of essential health and safety services.

We are confident we can meet the challenges of responsible growth in the future.



THE AREA

While honoring our rich cultural history as a transportation hub during the Gold Rush of the 1850's and as the western terminus of the first transcontinental railroad, the people of Colfax look to a future of vital, balanced growth.

Just over 2,000 residents are fortunate to live in a community nestled in the Sierra Mountains. Colfax is at the heart of the areas great outdoor recreational attractions including snow skiing, hiking trails, American River and Bear River, and Rollins Lake.

Visit Colfax to experience the quaint historic downtown area with a train depot, museum, library, shops, and restaurants or stop by the I-80 corridor for refreshments and fun on your travels between the High Sierra and the Sacramento/Bay Area region.

*Colfax is an ideal place to live, work, and visit!
We are living the dream!*

CORE VALUES

Initiative – is taking independent action and/or creating opportunities to get the job done and prevent or resolve problems.

Respecting Differences – is understanding of the differences others bring as well as seeking and valuing others' input.

Accepting Responsibility – is holding oneself accountable for one's work or actions and striving for continuous improvement of the city's overall effectiveness.

Service Motivation – is committed to serve the public and to meet the needs of customers, fellow employees and the city. It means focusing one's efforts on finding out and meeting the needs of others. Shares information openly.

Adaptability – is the ability and willingness to adapt to and work effectively in light of new information, changing situations and/or different environments.



IDEAL CANDIDATE

The ideal candidate will have demonstrated experience as a City Clerk. Holding a City Clerk position in California is a plus for this role as the candidate will need to hit the ground running. Previous Record Management experience is a plus. Our ideal candidate will understand that our City Clerk role is neutral, and non-political. We are looking for someone with a winning personality that is eager to help the City succeed and who will provide a high level of customer service to the residents of Colfax. The City Clerk will be a versatile self-starter who is able to coordinate and manage multiple assignments and projects successfully while developing relationships based on trust and mutual respect.

TRAINING AND EXPERIENCE

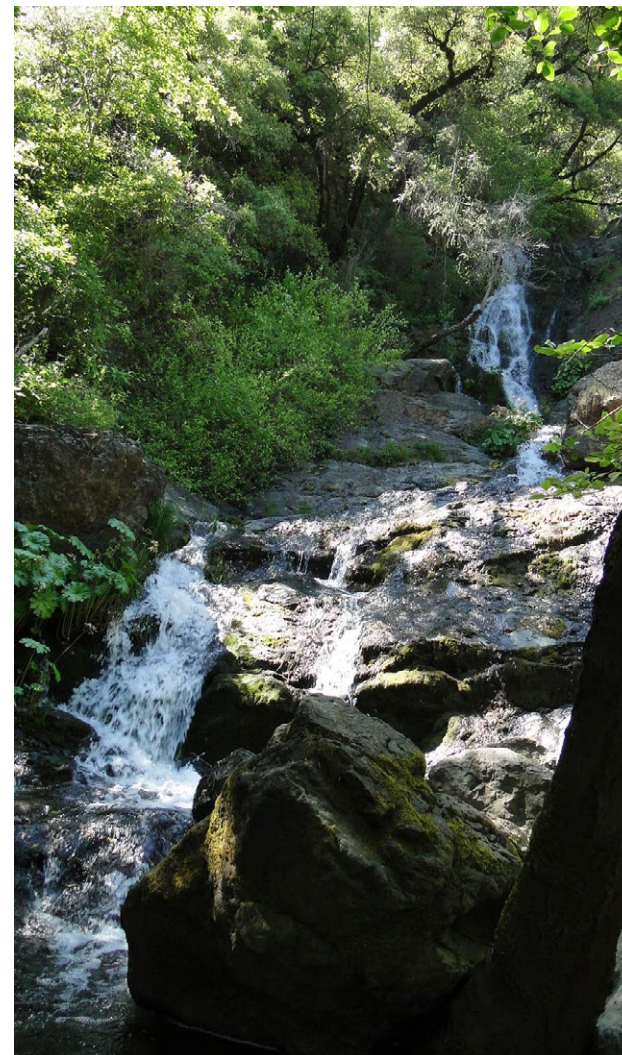
- » Three years of increasingly responsible secretarial and clerical experience involving frequent public contact. 2 years of city clerk experience. CMC certification preferred.
- » Equivalent to the completion of the twelfth grade supplemented by course work in business, office management or a related field.

LICENSE AND CERTIFICATES

- » Possession of a valid California driver's license.
- » Possession of a Certified Municipal Clerk (CMC) and Notary Public of the State of California certifications are highly desirable. Candidates who do not have these certifications must be willing and able to obtain them upon employment.

THE POSITION

The City Clerk is a non-exempt professional level, part-time position. Under general direction of the City Manager, the City Clerk is responsible for directing the day-to-day operation of the City Clerk's office. One of the most important duties of the City Clerk is managing the City's Record Retention Program. The City Clerk attends all City Council meetings and performs the duties of the Clerk in addition to senior-level, complex administrative duties. In addition to supporting the City Manager and the City Council, this position provides senior-level administrative support for the Planning, Building, and Engineering Departments. This position is responsible for the day-to-day management of the budget for the Office of the City Clerk. This position is an integral member of the team, and critical to the success of all City departments. The Clerk prepares the agendas, resolutions, ordinances, and contract proposals for the City Council's review and approval. One of the most important jobs of the City Clerk is to maintain and provide public access to all City public records, attests, publishes, posts, and indexes and other City public records. The ideal City Clerk will be a team player that assists other City Departments.





COMPENSATION AND BENEFITS

The salary for the City Clerk is **\$60,881 to \$78,020** annually. Placement within this range is dependent upon qualifications and experience. .

The City also offers a generous benefits package including:

- » **Health/Dental/Vision** – The city provides a contribution to medical, dental, and vision benefits.
- » **Opt-Out Benefits** – Those who do not select our medical plan there is an \$400.00 cash-in-lieu of benefit.
- » **Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) with a 2% at 60 formula for Classic Employees. For employees covered under PEPR, the retirement formula is 2% at 62.
- » **Vacation** – Part-time earns 80% of 10 days/year
- » **Holiday** – 13 days per year
- » **Sick Leave** – Part-time earns 80% of 13 days/year
- » **The City Clerk Schedule** – Monday-Thursday 8 am – 5 pm (32 hours per week) – Plus two evening Council meetings per month

APPLICATION AND SELECTION PROCEDURE

This job is open until filled; first review of applications will be **Thursday, January 18, 2024**. To be considered for this exceptional career opportunity, submit your application and resume to accounting@colfax-ca.gov

The best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Application materials will be screened in relation to the education and experience minimum requirements criteria. Those candidates who are determined to be the most highly qualified for the opportunity, may be invited to participate in the next step of the selection process which will be a panel interview.