

*Peckham & McKenney*  
*“All about fit”*



**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

**City Clerk**  
CITY OF PALO ALTO, CALIFORNIA

## THE COMMUNITY

Located between San Francisco and San Jose, Palo Alto is a community of approximately 65,000 residents and is home to more than 7,000 businesses. The City's population doubles during the daytime. The tree-lined streets and historic buildings reflect its California heritage and at the same time, Palo Alto is recognized worldwide as a leader in cutting-edge technological, medical, and green innovation. This mix of tradition and innovation makes Palo Alto an extraordinary place. As the birthplace of Silicon Valley, Palo Alto is a global center of technology and innovation where many world class businesses have their corporate or regional headquarters including: Hewlett Packard, Palo Alto Medical Foundation, SAP, Space Systems/ Loral, Tesla Motors, Varian Medical Systems, and VMware. Palo Alto is also home to numerous start-ups.

Palo Alto is home to Stanford University and is a community dedicated to life-long learning. The excellent Palo Alto school district ranks in the top of public school systems in California. Stanford University, with its cultural and educational offerings,

is integral to the vibrant charm and beauty of Palo Alto. A recent survey ranked Palo Alto as California's most educated City, with almost 50% of adult residents holding a graduate degree or more.

The City has many recreational opportunities, great shopping and dining, excellent health care facilities, theater and the performing arts, film festivals, and sports. This community is also known for its wonderful neighborhoods, tree-lined streets, mild weather, and active citizens with a strong environmental concern. Various businesses and shopping districts, from the Stanford Research Park to California Avenue to University Avenue and Palo Alto's vibrant downtown, join with Palo Alto's smart citizenry to make Palo Alto an extraordinary place.

## THE ORGANIZATION

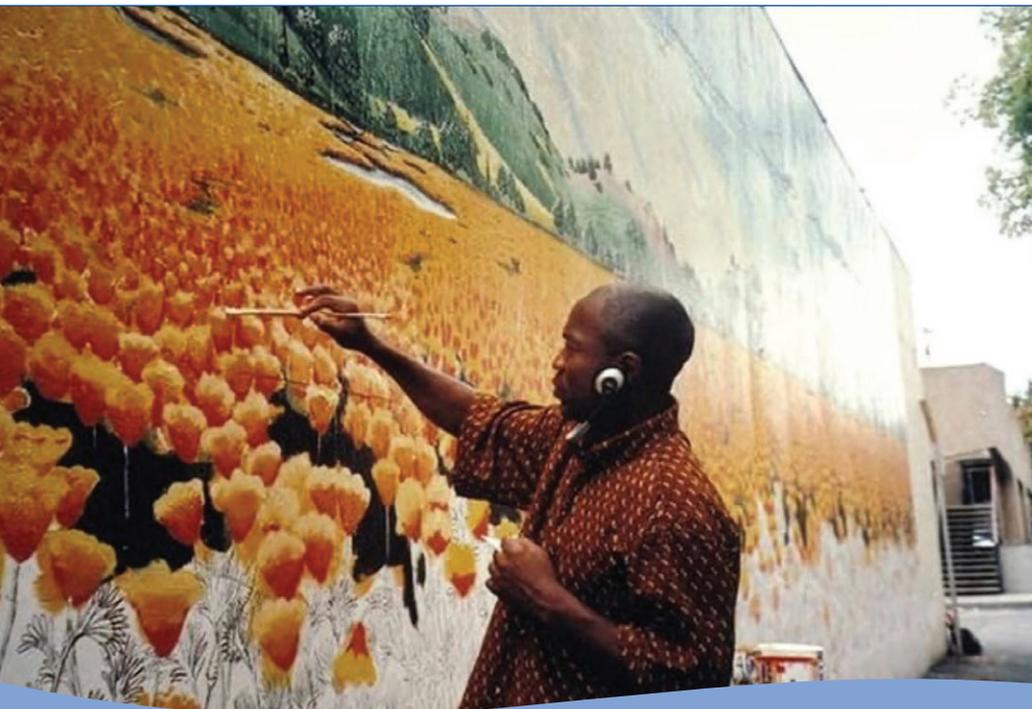
Palo Alto is a Charter City with a Council-Manager form of government and a seven-member City Council elected at-large. The Mayor and City Council appoint the City Manager, City Attorney, City Auditor, and City Clerk. Unique among California

cities, Palo Alto is a full-service municipality that owns and operates its own gas, electric, water, sewer, refuse, storm drainage and fiber services at competitive rates for its customers. The City of Palo Alto has 958 full-time equivalent employees and a FY 2020/21 total operating budget of \$796.8 million.

The City Clerk's Office provides high quality service to connect the public with the legislative process; ensure the City's legislative processes are open and transparent; facilitate the preservation of Palo Alto's legislative history, including approved minutes; assist with public records requests, claims, applications for appointment to boards and commissions, and elections administration; update and maintain City ordinances and codes, provide access to legislative meeting information, and coordinate statements of economic interest as well as campaign and other financial disclosure related filings; and ensure the City Clerk and City Council web pages are current and accurate. The City Clerk is responsible for preparation and distribution of the Council agendas and packet as well as recording of accurate motions and minutes. In addition, the City Clerk attends all City Council meetings and coordinates the annual retreat and the Mayor's State of the City.

The City Clerk's Office is staffed with a City Clerk, Assistant City Clerk, Deputy City Clerk, two Administrative Assistants, and supports two part-time contracted hearing officers. The FY 20/21 adopted budget for the Office is \$1.2M and initiatives include the following.

- Continue to lead the City Council and boards and commissions through virtual meetings while also having in-person meetings in City Hall.
- Prepare for November 2022 election



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for Council Members and possible initiatives by the community and staff.

- Assist all City staff in maintaining records through records management to promote transparency, effective accountability, and citizen participation.
- Respond to legislative needs of the City Council, staff, and the community in a timely and effective manner.
- Administer recruitment of boards and commissions and transition to a single process annually.

To learn more about the City of Palo Alto, please visit [www.cityofpaloalto.org](http://www.cityofpaloalto.org).



## THE POSITION

This career opportunity is available with the upcoming retirement of Beth Minor, who has served as Palo Alto's City Clerk for the past six years. In proactively supporting the City Council, the City Clerk will work collaboratively with other CAOs and City departments in facilitating the Council's vision, while upholding the duties and role of the Clerk's Office with confidence and independence.

The City Clerk will embrace the evolving nature of technology and the importance of it within the Clerk's

Office. In light of current challenges from COVID-19, the ideal candidate will identify systems and technology that will provide the organization and the public with timely and accurate electronic access to information. While the current City Clerk's Office has made significant technological strides, the new City Clerk will continue to assess operations and identify innovative improvements to create future efficiencies and enhancements to public records access.

The Mayor and City Council are seeking a City Clerk with a propensity for accuracy, attention to detail and timely communication and responsiveness, thereby ensuring a high-quality work product. Ensuring accountability within the Office, the City Clerk will set and clearly communicate expectations and support staff development and engagement.

The successful City Clerk will be visible, accessible, and serve as an ambassador of the City to the community, ensuring that the public has access to timely information. In this regard, the City Clerk is expected to remain impartial, unbiased, even handed, and apolitical. Strong interpersonal skills, a calm demeanor under pressure, and a customer service orientation are critical to the role of the City Clerk.

The ideal candidate will possess increasingly responsible and complex administrative experience, including at least two years of supervisory experience. Ideally, candidates will have experience working with an elected or appointed body within a local government agency. Education

equivalent to a Bachelor's degree from an accredited college or university is required. Certification as a Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is strongly desired. In addition, the Palo Alto organization encourages continuing education and active involvement within the profession.

## THE COMPENSATION

The City is offering a competitive salary for this position, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City offers a competitive benefits package including the following.

**RETIREMENT** – CalPERS 2% @ 60 formula for Classic employees; 2% @ 62 formula for new members. Employee contributes 8% for Classic or 7.25%



## SEARCH SCHEDULE

Filing Deadline .....	May 12, 2021
Preliminary Interviews .....	May 19-21, 2021
Recommendation of Candidates .....	May 26, 2021
Interview Process .....	June 1, 2021
Anticipated Appointment .....	June 21, 2021

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

for new members toward CalPERS, depending on the plan.

**RETIREE MEDICAL PLAN** – For employees, spouse, and dependents, when employee has at least 5 years' service with Palo Alto and at least 10 years' service in CalPERS, provided under Gov. Code 22893.

**MEDICAL PLAN** – City makes a flat rate contribution towards the cost of the medical plan. For 2021 the monthly flat rate contribution amounts are:

- Employee Only: \$871
- Employee + 1 Dependent: \$1,742
- Employee + Family: \$2,260

**DENTAL AND VISION PLANS** – fully paid for employee and dependents.

**VACATION** – 120-200 hours annually depending on years of service.

**MANAGEMENT LEAVE** – 80 hours per calendar year.

**PAID PARENTAL LEAVE** – 6 weeks of fully paid time off for new parents.

**OTHER LEAVE** – 96 hours of sick leave per year; 12 paid holidays.

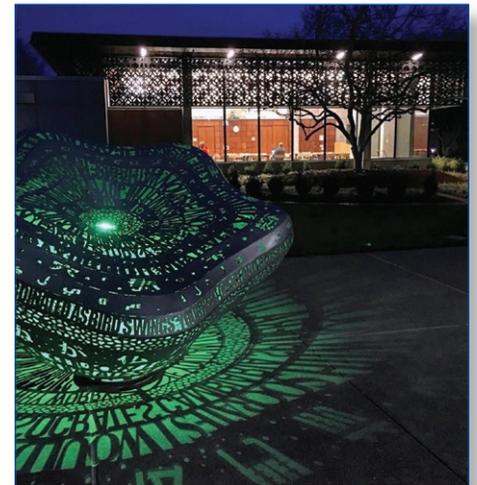
**LIFE AND AD&D INSURANCE** – fully paid up to annual salary.

**ADDITIONAL BENEFIT** – annual contribution of \$1,250 for IRS Section 125; compliant uses such as Flexible Spending Accounts, Non-taxable Professional Development Spending Account, deferred compensation or health club membership.

### EMPLOYEE DEVELOPMENT

**INDIVIDUAL FUND** – \$500 toward training, organization memberships, conferences, etc., plus a department wide training budget of \$1,000 per person.

**DEFERRED COMPENSATION PLAN** – allows employee to save money towards retirement in a 457 Plan through either ICMA or Mass Mutual.



## THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Please do not hesitate to contact Bobbi Peckham or Maria Hurtado toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.

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