



THE CITY OF RIO VISTA

INVITES YOUR INTEREST FOR THE POSITION OF

CITY CLERK

RECRUITMENT

Employment
Applications are
due by Thursday,
October 26, 2017
by 5 p.m.

To obtain the required
City Application visit our
website:

www.riovistacity.com,

Under Human
Resources
Department

Submit applications to:

City of Rio Vista,
City Clerk's Office,
1 Main Street,
Rio Vista, CA 94571.

***A City application must
accompany a resume.***

The Community

The City of Rio Vista is known as the “Gateway to the Delta.” Located midway between the cities of Fairfield and Lodi, and approximately 45 miles northeast of San Francisco and 35 miles southwest of Sacramento, Rio Vista is accessible by water, land, or air. Situated on the historic Sacramento River with a silhouette of the rolling Montezuma Hills to the south, Rio Vista and the surrounding Delta maintains a relaxed vacation-like atmosphere for residents and visitors alike. The City’s largest landmark, the Rio Vista Bridge, is one of many drawbridges designed by Joseph Strauss, architect of the Golden Gate Bridge.



RIO VISTA CITY CLERK

Under legislative authority and executive policy direction, the **City Clerk** performs department head-level duties for all functions of the Office of the City Clerk prescribed in the City's Municipal Code, State Constitution, Government Code, Elections Code, and the Fair Political Practices Commission Regulations. Conducts elections, administers campaign disclosure and economic interest filings required by the Fair Political Practices Commission; maintains and disseminates records of actions of the City Council via adopted ordinances, resolutions, policies or contracts/agreements. The **City Clerk** is a single-position department head-level classification. The City Clerk is appointed by the City Manager with the approval of the City Council and serves as the principal city official in the Office of the City Clerk. Scope of responsibilities are analytical and complex in nature, involving highly specialized technical knowledge related to the administration of local government. He/she has functional authority/responsibility for overseeing activities that have a citywide day-to-day operation of the Office. He/she serves as the liaison between members of City Council and the public. Serves as the Elections Official, coordinating the even-year consolidated general municipal election with the Solano County Registrar of Voters and managing any special election necessitated by a qualified filing of an initiative petition, a recall petition or a referendum petition. Serves as custodian of official City records and public documents. Attends regular and special City Council meetings and produces action minutes. Manages the City Council meeting agenda process. Develops & monitors the City Clerk's Office Budget.

Special Requirements:

- Knowledge of State Elections Code & Government Code & filing provisions of the Fair Political Practices Commission, the Brown Act & the Public Records Act.
- Must possess a valid California Driver's License

Selection Process:

Applications received will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. The process may be any combination of written, oral and/or performance exams.

Appointment is subject to successfully passing a pre-employment background, criminal history check, physical exam and drug screen.

RIO VISTA CITY CLERK

City/Government Information

Rio Vista is a unique community with an inviting mix of rural and suburban lifestyles. The current population is nearly 8,200 people within a 7.5 square mile area. The municipal airport offers a 4,200 ft. runway with all weather capability.

The City's ideal proximity provides an easy drive to California's majestic coastline, Napa Wine Country and scenic Lake Tahoe.

The City of Rio Vista was incorporated as a General Law City on December 30, 1893. The Rio Vista City Council is comprised of a directly elected Mayor and four City Council Members who are elected for alternating four year terms.

Rio Vista is currently 25% developed and is poised to grow to full it's full potential as the national economy improves.

It is served by the River Delta Unified School District. There are three schools in the city; D.H White (K-4), Riverview Middle School (5-8) and Rio Vista High School (9-12).

Qualifications:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **City Clerk**. Minimum requirements include a high school diploma or equivalent and completion of sixty (60) college level units in public administration, business administration or a closely-related field. Possession of Certified Municipal Clerk (CMC) designation and/or a four-year degree is highly desirable. Minimum three (3) years; five (5) years experience preferred in performing responsible and complex executive level duties in a City Clerk's Office. Experience establishing & maintaining cooperative working relationships with elected officials, outside agencies, co-workers & the general public.

Salary & Benefits

\$7,783 - \$9,461 Monthly

Starting salary based on experience and qualifications.

CalPERS Retirement

Classic members as defined by PERS 2.0% @ 55
New member as defined by PEPR 2% @ 62

See Executive Staff Benefits on our website for full information & contribution amount.

Medical - City currently pays 90%, Employee pays 10%;
Dental, Vision & Life Insurance - City currently pays 100%;
FICA (Social Security)-Employee pays entire share; **Deferred Compensation** - Voluntary Contribution; **Vacation** - 0-3 years: 12 days; 4-7 years: 15 days; 8-11 years: 18 days;
Administrative Leave - 80 hours allocated on January 1 of each year to be used by December 31; **Sick** - 3.69 hours per pay period; **Holidays** - 15 paid Holidays including two floating holidays.