



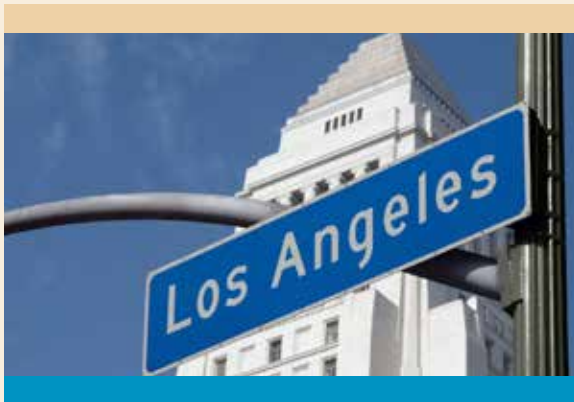
# City of Los Angeles

invites your interest in the position of

# City Clerk



*The City of Los Angeles is seeking a leader to be an advocate for open government, a champion for civic engagement, and someone who can oversee and ensure fair and open elections. Top candidates for consideration must be flexible, thrive in a fast-paced and challenging leadership role, and be at the forefront of technological advancements. Mayor Garcetti is seeking a dynamic and highly effective City Clerk who will contribute to his priority outcomes as an integral member of his cohesive leadership team.*



## City Clerk

The City Clerk leads a department with an operating budget of \$8 million and a staff of over 90 full-time positions, which is augmented by 200 temporary staff during Municipal Election years and a budget expanding to an estimated \$25 million during those peak times. The City Clerk is appointed by the Mayor, subject to approval of the Council, and is part of the Mayor's executive team. The City Clerk is the final authority in issuing orders and determining policy necessary to perform the duties and responsibilities of the Office of the City Clerk, which includes the following key functional areas:

- **Council Public Services** – Provides high quality and timely legislative support services to the Mayor, City Council, Council Committees, and other City agencies.
- **Elections** – Conducts fair and open elections in full compliance with the provisions of the City Election Code and applicable provisions of State or Federal law, including requirements established by the California Secretary of State.
- **Land Records** – Maintains a current and accurate database of property ownership records within the City of Los Angeles for use by City departments, the development community, and the general public.
- **Records Management** – Operates the City Records Center for the off-site storage of inactive departmental records and the City Archives for the permanent retention of the City's historical records.
- **Creative Services** – Assumes responsibility for the design and production of awards, scrolls, plaques, resolutions, commendations, tributes, and Keys to the City.
- **Administrative Services** – Assumes responsibility for the fiscal and personnel operations in the City Clerk's Office, City Council, Chief Legislative Analyst's Office, and Mayor's Office. Additionally, the Division administers the General City purposes budget and numerous City-Wide special trust funds.
- **Systems** – Provides strategic and tactical planning, development, implementation, and technical support services to other City Clerk divisions for their information systems, workstations, network infrastructure, systems integration, and business applications.

The strategies, priorities, and goals of the Office of the City Clerk are influenced by the needs of the City's elected officials, the desires and requirements expressed by the Office's broad and diverse customer base, and by new or modified legal mandates at the local, state, and federal levels, including mandatory functions required by the City Charter and the Los Angeles City Election, Municipal and Administrative Codes.

Key strategic areas identified in the Office of the City Clerk's Strategic Plan include:

- **Operational Excellence and Efficiency** – Continually improve operational processes and enhance services through efficient and effective methods and solutions to ensure an organization that is customer-focused, proactive, consistent, and responsible.



- **Legal Compliance** – Comply with new or modified legal mandates at the local, state, and federal levels, including mandatory functions required by the City Charter and the Los Angeles City Election, Municipal and Administrative Codes.
- **Customer Service** – Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve the services in order to meet the changing needs of a diverse community and customer base.
- **Civic Engagement** – Enable and promote civic engagement and involvement through the electoral process, participation in public meetings, outreach to and partnerships with schools, community organizations, and the business and property owners in Los Angeles.

The Office of the City Clerk, both today and in the future, will need to be at the forefront of technological advancements in order to further enhance the delivery and access of information to the public, provide the ultimate in transparency, and fully support the City's policymakers.

## City Governance and Structure

Los Angeles is the second largest city in the United States and has a multi-ethnic population of approximately four million. It is truly a world-class city that offers a diversified economy and an unparalleled quality of life. Los Angeles continues to maintain its position as an economic powerhouse, the entertainment capital of the world, and a major trend-setter in virtually every field of human endeavor.

Los Angeles is a charter city and is governed by a Mayor and City Council. The City Council serves full time and has fifteen members elected by district for four-year terms. Boards of Commissioners, appointed by the Mayor and confirmed by the City Council, oversee several of the City's departments and bureaus. Mayor Eric Garcetti was elected in May 2013 and is currently serving his first term.

The City has 37 departments, bureaus, and offices for which funds are budgeted annually by the Mayor and City Council. In addition, the City has three departments (the Departments of Water & Power, Harbor, and Airports) that are financed solely by revenue generated from their operations, which are governed by Commissions, as well as two distinctly separate pension systems (Los Angeles Fire & Police Pensions and the Los Angeles City Employees' Retirement System). There are 42 departments, bureaus, and offices that support the elected officials.

## Desired Characteristics

In building a cohesive team of department heads, Mayor Garcetti is looking for these consistent qualities in all his General Managers:

- **Leaders** who are not only effective managers, but also have the vision, discipline, tenacity and skills to set and achieve strategic goals and leave a lasting legacy.
- **Team players** who foster collaboration at all levels of the organization, with an understanding that problems and solutions routinely cross department lines and city borders.
- **Team builders** who make it a priority to empower, coach, mentor and recognize city staff members to increase their individual and shared capacity to achieve success.
- **Change agents** who use data and performance metrics to drive continuous improvements and achieve the results that matter most.
- **Strategic thinkers** who understand the necessity of taking the long view and the high road in order to realize outcomes that are environmentally, economically and socially sustainable.
- **Role models** who personally demonstrate the integrity, work ethic and genuine concern for their fellow Angelenos that inspires public confidence and motivates city workers to do their best.
- **Active learners** who seek best practices across the public, private, non-profit and academic sectors to apply them to the unique challenges and opportunities in Los Angeles.
- **Public servants** who are passionate about building a greater city in partnership with citizens and civic groups across Los Angeles.

Additionally, top candidates for consideration will also:

- Be recognized for exceptional communication skills and responsiveness;
- Have a strong background in managing core administrative support functions including knowledge of creating and administering budgets and contracts, utilizing the principles of personnel management, and applying other general administration or organization techniques;
- Possess substantial knowledge of the legal duties of the City Clerk;



- Demonstrate the ability to effectively respond to, negotiate conflict between, and maintain positive relations with the officers of the City, city management, the public, non-profit and community organizations, other municipalities and governmental agencies, and news media;
- Possess a track record of recognized and demonstrated leadership, accomplishment, and superior performance, and of working collaboratively with public officials, civic groups, and private citizens; and
- Demonstrate the capacity to build coalitions among diverse interests in Los Angeles communities.

In summary, the successful candidate will have the leadership skills to facilitate change, inspire teamwork, champion for open government and transparency, advocate for citizen engagement, and at the same time be extremely adaptable and flexible in a robust, fast-paced, and complex environment. An appreciation for incorporating best practices dealing with emerging technology including incorporating social media are also essential for success. Finally, it goes without saying that sterling integrity and trustworthiness are also vital in this high profile position.

## Qualifying Education and Experience

### Education:

Graduation from a recognized four-year college or university with a Bachelor's degree or higher, preferably in public administration, business administration, law, political science, or a related field; and

### Experience:

Five (5) years of full-time paid managerial experience overseeing an administrative function, division, or department encompassing personnel administration and fiscal/budget management.

At least one (1) year of managerial experience must have been obtained working for a public agency and must have been related to the duties and responsibilities of the City Clerk, such as: municipal clerk, assistant or deputy municipal clerk, or in an elected office representing a public agency; election consultation, preparation, and administration (preferably in California); or implementation and application of extensive or complicated legislation/policy.

## Executive Compensation and Benefits

The current salary range is \$169,357 - \$253,921 per year. A highly competitive benefits package includes an independent retirement plan to which both the employee and the City contribute, a multi-option deferred compensation plan, generous vacation and sick leave, 13 paid holidays per year, a flexible benefits plan including multi-option health, dental, and vision coverage, and family and domestic partner leave.

The City Clerk is appointed by the Mayor, subject to confirmation by the City Council. As such, this position is exempt and considered an at-will management position and will not accrue any civil service tenure, contractual employment rights, or due process rights.

## To Be Considered

This is a **confidential process** and will be handled accordingly throughout all phases of the recruitment and selection process.

Nominations and submittals from interested candidates are desired by Friday, March 28, 2014. The recruitment is open until the position is filled. Apply early; evaluation of qualifications will be done throughout the recruitment process and selection may be made at any time. Only a select number of highly qualified individuals will be invited to participate in a formal interview process. ***A confidential interview with Mayor Garcetti will be established for top contenders.*** Confirmation by the City Council will follow at a regularly scheduled meeting.

Nominations of highly qualified individuals are strongly encouraged and welcomed.

***An electronic version of all submittals is required.*** Interested candidates should apply immediately by sending a comprehensive resume, compelling cover letter of interest, and compensation details via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). References are ***not required*** at time of submittal and ***no contact will be made with references or current employer until mutual interest has been established in order to provide the utmost in confidentiality.***

Questions, nominations, and confidential inquiries regarding this position or the recruitment process should be addressed to: Ms. Heather Renschler, Ralph Andersen & Associates, [heather@ralphandersen.com](mailto:heather@ralphandersen.com), (916) 630-4900.

*The City of Los Angeles is an Equal Employment Opportunity Employer*

