



The City of Willows is now accepting applications:

## **CITY CLERK / ASSISTANT TO THE CITY MANAGER**

**Up to \$72K per year - DOE/DOQ**

**First Review of Applications: Monday, November 25, 2024**  
**Open Until Filled**

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**201 North Lassen Street**  
**Willows, CA 95988**



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## THE POSITION

Are you an Assistant/Deputy City Clerk looking to move up in City Government or an Executive Assistant in private industry looking to move into the public sector? This could be the opportunity that you've been waiting for!

Under the direction of the City Manager, the City Clerk/Assistant to the City Manager is a key mid-management position in the City of Willows responsible for all functions of the City Clerk's Office including, but not limited to, maintaining the City's legislative history; administering and supervising municipal elections; ensuring legislative compliance; and administering the City's record management program. The City Clerk is also responsible for facilitating the work of the City Council by preparing the Council agenda, assembling the agenda packet, attending all City Council meetings, recording and maintaining a complete record of their proceedings, maintaining ordinance and resolution books, and keeping the public informed of all City Council actions. In addition, the City Clerk provides administrative support to the City Manager including assisting with special projects, as well as operating like an "Office Manager" for City Hall such as ordering supplies, distributing mail, making bank deposits, maintaining the City's website, and providing backup support for City Hall phones and the front counter.

## THE IDEAL CANDIDATE

The ideal candidate is a self-starter and self-manager and highly skilled at the following:

- Performs efficiently under deadline constraints.
- Possesses strong attention to detail.
- Excels at written and verbal communication skills.
- Effectively prioritizes competing demands of tasks and responsibilities.
- Collaborates and cooperates with Department Heads to complete agenda packets on schedule.
- Displays a professional, approachable demeanor.
- Proficient project manager and coordinator.
- Develops legislative documents, reports, and recommendations.
- Plans, manages, oversees, and directs the operations and services of the City Clerk's Office.
- Conducts research and makes recommendations.
- Assists and coordinates assigned activities with Department Heads/staff and/or outside agencies and individuals.
- Works closely with and supports the City Manager and City Council.
- Establishes and maintains effective working relationships with City Council, City Manager, City staff, and boards and commissions - providing excellent customer service.

## SALARY & BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate with a salary range of \$58,801 - \$72,000 annually, DOE/DOQ.

- Salary is up to \$72k annually; Salary range is based on 9-steps, 2.5% annually.
- Retirement – Cal PERS 3% @ 60 ('Classic') or 2% @ 62 ('PEPRA').
- The City participates in Social Security.
- Medical - 100% Employer paid plan, employee only; 50% Employer paid for dependents.
- Dental/Vision - 100% Employer paid plan, employee only; 50% Employer paid for dependents.
- Vacation Leave - 80 hours annual accrual for 0-5 years of service, increases with tenure.
- Administrative Leave – 80 hours banked July 1, "use it or lose it" by June 30.
- Holidays - 14 days (11 established + 3 floating holidays).
- Sick Leave - 96 hours annual accrual.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the required qualifications would be:

- Former City Clerk, Assistant City Clerk, Deputy City Clerk or Executive Assistant.
- Strong attention to detail and command of the English language and grammar, especially as it relates to effectively reviewing and revising reports and resolutions prepared by others.
- Experience presenting to City Councils, other elected/appointed bodies and/or other boards.
- Work independently and effectively in an environment with shifting priorities.
- Effectively balance competing needs and demands of the City Council, City Manager, City Attorney, Department Heads, other line staff and the public.
- Develop, implement, administer, and maintain administrative policies, procedures, programs and regulations.
- Serve as a historical and legislative resource for the City Council, City Manager, City staff, and the public.
- Strong, clear, and concise communication skills (both oral and written) and the ability to interact with the public, elected officials, and other staff.
- Understand and/or able to learn the principles of records management, retention, and destruction; office practices and procedures; and Federal and state laws and statutes governing municipal operations and open meetings.
- Interpret and apply policies, laws, and regulations including, keep abreast of current developments in Elections Law, the Government Code, City regulations and requirements of the Fair Political Practices Commission (FPPC).
- Investigate, analyze, and resolve complicated and sensitive issues and complaints.
- Prepare and present clear and concise oral and written reports and recommendations.
- Use currently available technology and applications to accomplish the tasks of the City Clerk/Assistant to the City Manager position.

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## THE DEPARTMENT

Reporting directly to the City Manager, the Office of the City Clerk/Assistant to the City Manager is part of the Administration team primarily focused on the duties and responsibilities of City Clerking, as well as providing administrative and operational support to the City Manager.

## THE CITY

Incorporated in 1886, the City of Willows is a rural agricultural community and place of natural beauty with countless opportunities for recreation in both rural and urban environments.

The City derives its name from the willows which grew on the plains about a mile east of the City limits. Historically, the willows formed a notable landmark in the vast Central Valley plains surrounding the City.



Willows is located approximately halfway between Sacramento and Redding in Northern California surrounded by rich farmland with mountains and Interstate 5 on the west side of the City and the northern Central Valley and Sacramento River watershed on the east side. Agriculture remains one of the primary sources of the area's economy. Major commodities include rice, almonds, milk products, prunes, and livestock.

The city is also home to most major regional government offices, including County Administration, California Highway Patrol, California Department of Motor vehicles, the United States Bureau of Reclamation, and the main headquarters for the Mendocino National Forest - which comprises approximately one million acres of Federal land mostly located in mountainous terrain west of Willows.

## EDUCATIONAL REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: An associate degree from an accredited college in public or business administration or a related field and/or a minimum of five years of increasingly responsible experience performing complex administrative duties in a City Clerk's office, or equivalent experience in a similar government agency, or complex Executive Assistant duties in the private/public sector.

### License and Certification:

- Possession of, or ability to obtain, a valid California driver's license.
- Possession of, or ability to obtain, Notary Public.
- Possession of, or ability to obtain (within three years of appointment), a Certified Municipal Clerk (CMC) designation.

## THE SELECTION PROCESS

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent experience (within at least the past 10 years) and demonstrated career accomplishments relevant to this position along with a completed City application. **To be considered for this exciting opportunity submit your application to the City Manager, Marti Brown at [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org).**

Each candidate's background will be evaluated based on the information submitted at the time of application, and qualified candidates will participate in a preliminary remote or in person interview. Only the most qualified candidates will be invited to the next step in the selection process which may be a possible assessment test, written exercise and/or oral panel interview if held.

Only the names of the most-qualified candidates who pass all the steps in the process will be submitted for consideration and final selection. The final selected candidate will be offered the position contingent upon the completion of a satisfactory reference and background check. The city is not responsible for failure of internet forms or email transmission in submitting your application. Candidates who require special assistance in any phase of the application or selection process should advise us by emailing Marti Brown, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org).

