

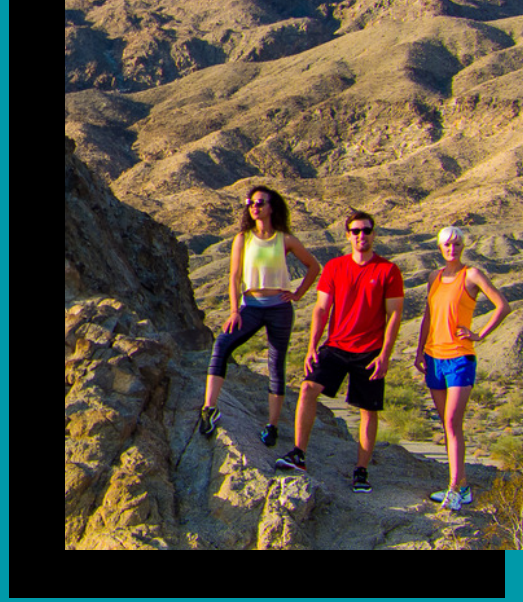
THE GEM OF THE DESERT IS
SEEKING AN
ENTREPRENEURIAL...



City Clerk



The Community



A natural paradise in the Coachella Valley, the City of La Quinta (population 39,000 permanent + 15,000 seasonal) is nestled between the Santa Rosa and San Bernardino mountains. World-renowned as a destination for art, health, golf, living, and well-being, La Quinta continues to enhance its status as “The Gem of the Desert.”

Originally created in 1926 as a private retreat for Hollywood legends such as Greta Garbo and Clark Gable, the City of La Quinta is just two hours east of Los Angeles. Now the sixth largest city in the Coachella Valley, La Quinta offers residents and visitors unsurpassed luxury, leisure and recreation and is well-known as an exclusive resort getaway with some of the best golf in the country. Named by the Robb Report as the “Best Place to Live for Golf,” La Quinta is home to over 20 exceptional and award-winning courses, including famous PGA West and SilverRock Resort. La Quinta’s resorts and clubs consistently receive prestigious awards and accolades for golf as well as spa, tennis, and meeting facilities and the future is about to get even better. Montage International and The Robert Green Company recently announced plans to develop two luxury hotels (Montage and The Pendry), and residential offerings at SilverRock.

Throughout the year, La Quinta hosts a variety of festivals and community events that showcase the City’s storied history and enhance its sense of community. The PGA-sponsored Career Builder Challenge brings professionals, celebrities, and amateurs together in a charmingly unique golf tournament each January, while car enthusiasts and families all enjoy the annual Hot Rod and Custom Car Show. Beautiful public art pieces are located throughout the City, and the #1 in the nation La Quinta Arts Festival attracts patrons from around the world. Events such as Art on Main Street and the Certified Farmers Market are held in enchanting Old Town Village, where visitors find the best of shopping, dining, and personal services on closed-off streets reminiscent of colonial Mexico.

Desert Sands Unified School District offers outstanding public education to La Quinta and surrounding students. La Quinta High School is an International Baccalaureate School, multi-year winner of the California Distinguished Schools award, and 2014 Gold Ribbon Award winner. Numerous opportunities for higher education are located nearby, including College of the Desert Community College, the University of California-Riverside, and the Palm Desert Campus of California State University-San Bernardino.

With its beautiful natural setting, small-town friendliness, historic charm, and world-class amenities, La Quinta truly is the desert’s paradise. To find out more, visit <http://www.laquintaca.gov> or the City’s tourism page at <http://www.playinlaquinta.com>.



City Government

The City of La Quinta incorporated in 1982 as a Charter City operating under the Council/Manager form of government. The City Council consists of the Mayor and four Council Members, all elected at-large. The Mayor serves a two-year term and Council Members serve overlapping four-year terms. The City Council appoints the City Manager and City Attorney. It also serves as the Board of Directors for the Financing Authority, Successor Agency, Housing Authority and as the legislative authority for the La Quinta Lighting and Landscaping District. The Council is assisted in its duties by several advisory commissions and boards filled by community members.

The organization encompasses the City Manager and City Clerk's Offices, and the departments of Finance, Community Resources (Community Services, HR, Public Safety), Design & Development (CIP, Planning/Building, Engineering, Traffic), and Facilities. Police and Fire services are provided through contracts with Riverside County Sheriff's and Fire Departments who have a highly collaborative relationship with the City.

For Fiscal Year 2017-18, the City of La Quinta has a General Fund budget of \$48 million and a Capital Improvement Program budget of \$5 million; City operations are supported by 88 staff members. Its top three revenue sources are property tax, sales tax, and transient occupancy tax. In 2016, the residents of La Quinta voted to enact a 1% sales tax increase. The City is fiscally strong thanks to a robust economic development program and thoughtful resource stewardship.

The City Manager is progressive and involves his Executive Team (Department Heads) in decision making. The organizational culture is engaging and productive and teaches all employees to continuously improve their operations and service delivery functions for city residents, businesses and visitors. The motto is "People Before Process."



The Department

The City Clerk's Office has five primary functions, all of which provide services and support to the City Council, City departments, candidates, residents and the press through research and organizational assistance; document control and dispersion such as all agenda packets, public record requests, contracts, deeds, claims and subpoenas; and, compliance with State and Municipal law including the Ralph M. Brown Act, the Public Records Act, and the Political Reform Act. The Clerk's Office is the agent for government transparency by acting as the conduit between residents and their government through its dissemination of information.



The Ideal Candidate

To be a good fit with the La Quinta culture, this City Clerk must be a superior team player completely invested in high performance as well as organizational and community success. He/she must perform as a valued business partner who constantly strives to build and strengthen relationships across division and departmental lines. In addition, a customer-centric mindset is paramount to meeting the expectations of the City Manager, City Council and community. An optimistic and strategic professional who operates with a sense of urgency, the ideal candidate will possess the proven ability to identify opportunities and anticipate challenges that are aligned with the overall goals of an organization. He/she will have the capacity to think long-term and broadly beyond the areas of his/her expertise.

The City Clerk is responsible for performing all statutory duties as set forth in the California Government Code and La Quinta Municipal Code; attending all meetings of the City Council/Successor Agency/Oversight Board/Financing Authority/Housing Authority and recording minutes thereof; directing the preparation of/preparing agendas, resolutions, ordinances and written materials for the City Council/Successor Agency/Financing Authority/Housing Authority/Oversight Board; directing citywide editing and research services; providing administrative support to the City Council and City Manager; maintaining all official records of the City and the city's records management system; conducting recruitment for boards/commissions; conducting municipal elections and serving as Elections Official; maintaining the municipal code; and Acting as Notary Public.

This position is in the Management Classification Series. Managers oversee divisions and make interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant leader, regulatory body or governing body, subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the unit and/or designated programs managed. Incumbents are responsible for the management of functions and budget associated with an assigned unit/designated program and may be responsible for the supervision of professional, technical and administrative support staff assigned to the unit. Based upon assignment, managers may administer units/designated programs with administrative functions requiring differing levels of risk to the organization while providing for the across-the-board first level management necessary to execute the process and projects of the organization. Positions assigned to this classification are responsible for assisting in the management and direction of a department by supervising/overseeing the work of a City division. As assigned, incumbents supervise staff including conducting performance evaluations; coordinating training; and implementing hiring, discipline and termination procedures.

Compensation & Benefits



The salary range for the City Clerk position goes up to \$121,900. Salary is supplemented by a generous benefits package that includes, but is not limited to:

Retirement – CalPERS 2% @ 60 for Classic members (employee pays the 7%); 2% @ 62 for new members (employee pays 6.25%). The City does not participate in Social security.

Health/Dental/Vision/Life – up to \$1,668 per month. Health plans include 8 different HMO Plans and 3 PPO plans. Dental coverage provided by CIGNA Dental and VSP is the vision insurance provider. Life insurance coverage is \$20,000 Term.

Vacation Leave – 80 to 160 hours per year depending on years of service.

Holidays & Sick Leave – 12 sick days and 10 paid holidays annually.

Administrative Leave – 80 hours per year.

Floating Holiday Hours – 20 hours per year.

Short and Long-Term Disability – provided.

Deferred Compensation – available.

Application & Selection Process

The closing date for this recruitment is 5:00 p.m. Monday, June 18, 2018.

Applications may be filed online at

<https://www.governmentjobs.com/careers/laquinta>