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20
years

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EXECUTIVE SEARCH

Deputy City Clerk

TOWN OF HILLSBOROUGH, CALIFORNIA

THE COMMUNITY

The Town of Hillsborough is located in San Mateo County, California with an area of 6.23 square miles and a current population of approximately 11,000. Incorporated in 1910, the Town provides essential services including police protection, land use planning, building permitting and inspection, and maintenance of roads, public facilities, water, sewer, and storm drainage infrastructures. Fire protection services are provided by the Central County Fire Department through a Joint Powers Agreement (JPA) with the City of Burlingame and the JPA provides contract fire services to the City of Millbrae. The Town is mainly residential, with permitted non-residential uses including public and private schools, a country club, a racquet club, various public facilities, utility installations, small parks, and open space.

The Town of Hillsborough is a charming residential community located on the San Francisco Peninsula, bordering the Cities of Burlingame and San Mateo, in the northeastern part of San Mateo



County. Hillsborough sits about 20 miles south of San Francisco and about 38 miles north of San Jose, where its community character contrasts the densely urbanized cities surrounding it. For additional information, please visit the [Town's website](#).

THE ORGANIZATION

The Town is a general law city operating with a Council/Manager form of government. Policy-making and legislative authority are vested in the governing City Council which consists of five City Councilmembers. Councilmembers are elected at-large to overlapping four-year terms in even-numbered years and the members select the Mayor and Vice Mayor annually. Among other things, the City Council is responsible for passing ordinances, adopting the budget, appointing committee and board

members, and hiring the City Manager and the City Attorney (on contract with Best Best & Krieger). The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing the day-to-day operations, and appointing department heads.

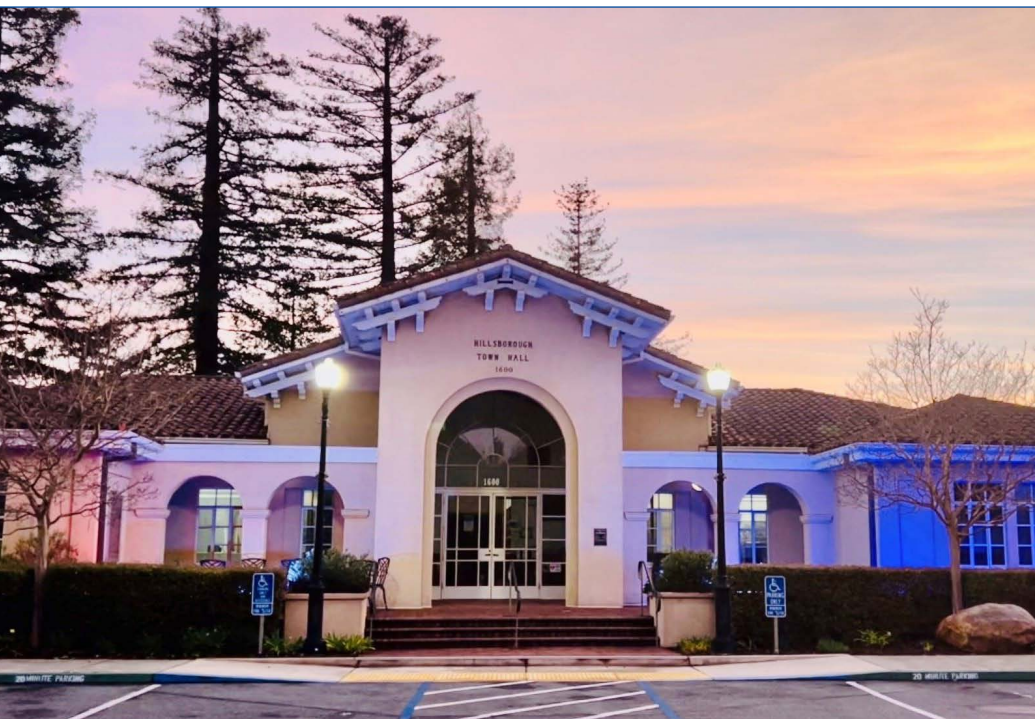
The Town's Fiscal Year 2024-25 [Adopted Budget](#) is \$75.9 million with a General Fund Reserve of \$30.7 million. The Town's staff of 99 FTEs support the residents through the five departments: City Manager, Finance, Police, Building & Planning, and Public Works.

THE DEPARTMENT

The City Clerk's Office, a function of the City Manager's Office, ensures statutory compliance and provides service and support to the Town's elected officials, the public, and Town staff. The City Manager's Office includes 8 FTEs and also serves the following functions: Human Resources, Information Technology, Communications and Administration. The City Clerk serves as the liaison between the public and the City Council and provides related municipal services such as serving as the Elections Official, serving as the clerk of Council meetings and recording all Council actions, and ensuring compliance with related statutory requirements.

THE POSITION

This is a new position created by the City Council to assist the City Clerk with agenda preparation and record keeping, support the implementation of updated programs, policies, and technology and provide backup support for the facilitation of City Council meetings. The Deputy City Clerk will ensure continuity of operations in the absence of the City Clerk, thereby safeguarding against any potential disruptions.



Under the general direction of the City Clerk, the Deputy City Clerk will plan, organize and perform a variety of complex administrative and statutory duties in support of the day-to-day operations of the Clerk's Office including administration of electronic systems, preparation of City Council meeting minutes, records and data management, coordination of meetings and events, and perform all duties of the City Clerk in their absence.



THE IDEAL CANDIDATE

The ideal candidate will have a strong understanding of public sector practices, be a problem solver, and have a considerable degree of initiative and mature judgment. They will have the experience and diplomacy necessary to tactfully interact with the public, elected and appointed officials, and all levels of Town staff. The ideal candidate will be adaptable, have exceptional organization skills, and be flexible, collaborative, and self-motivated. Critical thinking, problem anticipation, and bringing innovative solutions are essential qualities for this role.

Additionally, the ideal candidate will demonstrate that they have:

- Knowledge of the Ralph M. Brown Act, the Political Reform Act, and the Public Records Act (PRA);

- A thorough understanding of, and experience with, records management;
- Experience working with elected and appointed officials;
- Experience with Agenda Management software implementation and administration;
- Excellent written and verbal communication skills, including strong research skills, with a fluency and a good understanding of applicable government laws, codes, policies and procedures; and
- Experience exercising discretion and maintaining confidentiality, and developing and maintaining successful working relationships.

EXPERIENCE/EDUCATION REQUIREMENTS

The selected candidate will possess the equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework and/or technical training in public administration, business administration or a related field and four (4) years of increasingly responsible experience performing varied clerical and administrative support duties in a public agency setting. Experience in a City Clerk's Office is highly desirable as is designation as a Certified Municipal Clerk (CMC).

The Deputy City Clerk may be required to attend regular City Council meetings that are scheduled at 6:00 p.m. on the second Monday of every month.

THE COMPENSATION PACKAGE

The annual salary for this at-will position is up to \$123,942, depending on qualifications.

The Town offers the following excellent benefits:

Retirement:

- CalPERS Defined Benefit Pension:
 - » Classic members 2% @ 60 - Employees pay the 7% employee contribution.
 - » PEPRA members 2% @ 62 - Employees pay the full employee contribution (50% of the normal cost).
- Mission Square 401a Supplemental Retirement Plan: Town will contribute \$600 per year.
- Mission Square 457 Plan - Voluntary contribution.
- The Town participates in Social Security System (6.2% contribution) and Medicare (1.45% contribution).

RETIREE HEALTH SAVINGS

ACCOUNT: The Town provides a monthly contribution to a Retirement Health Savings account that vests over 5 years of service. Upon retirement and reaching age 55, the retired employee can draw upon this account to be reimbursed for eligible medical expenses until all funds are exhausted. The contributions are: 0 - 60 months 2.0% of base salary; 61 - 240 months 3.0% of base salary; and 241 months + 4.0% of base salary.



SEARCH SCHEDULE

Filing Deadline:..... October 13, 2024
Preliminary Interviews (telephonic): October 23 & 24, 2024
Recommendation to Town:November 1, 2024
Panel Interviews (In-Person):November 7, 2024
Finalist Interviews (In-Person):..... November 8, 2024

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

MEDICAL BENEFITS: The Town participates in the CalPERS Health Plan and pays 100% of the Blue Shield Access + plan. Employees may select any of the CalPERS plans and if the employee selects a plan with a premium higher than the Town contributions, the difference will be paid by the employee. Cash-in-lieu for opt out is available with proof of insurance.

DENTAL & VISION: The Town offers self-funded dental & vision plans with maximum dental benefits of \$2,500 per person per year and maximum vision benefits of \$350 per person per year.

LIFE INSURANCE / AD&D: Life insurance is provided in the amount of \$100,000.

LTD / STD: The Town provides long-term disability coverage of 66 2/3% of monthly salary to a cap of \$6,000 after a 180-day waiting period.

EMPLOYEE WELLNESS: Up to \$600 per year may be reimbursed for programs, activities, and equipment that promote good health.

ANNUAL PAID TIME OFF: The Town provides up to 25 days of

vacation depending on longevity; 112 hours of sick leave; 11 holidays; one floating holiday, and 40 hours of administrative leave. The City Manager may provide credit for years of service for the purpose of determining vacation accrual.

CELL PHONE REIMBURSEMENT: \$75 per month and \$100 every two years for new phone equipment.

TUITION REIMBURSEMENT: Up to \$15,000 may be reimbursed for approved educational programs that lead to a college degree.

WORK SCHEDULE: Flexible schedules and periodic telecommuting are available with City Manager approval. Town Hall is closed to the public from 12:00 – 5:00 p.m. on Fridays.

RENTAL ASSISTANCE PROGRAM: Any Town employee who moves into San Mateo County to a rental property can apply for a loan of up to \$10,000 for the costs associated with the rental amount. The loan may be used for rent and/or security deposit and is forgiven over three years. If an employee separates from Town employment for any reason prior to the loan being forgiven, the employee will owe the remaining balance of the loan plus interest.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume, with month and year of employment, and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com

