

PUBLIC NOTICE
NOTICE OF VACANCY
CITY CLERK

A vacancy has occurred in the City Clerk's Office. Candidates are sought for the position of City Clerk for the City of San Juan Bautista. *To qualify, a candidate must be an elector and resident of the City of San Juan Bautista.*

The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk manages public inquiries, administers oaths of office, certifies copies of the official records, and attends all City Council meetings.

The City Clerk plans, directs, manages, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation of the minutes, recording of decisions of the City Council and Planning Commission, and codification and maintenance of official City records. The City Clerk prepares the City Council agenda and packet, and provides highly responsible and complex administrative support to the City Council.

City Council has set a \$100 monthly stipend for this position.

Interested applicants shall submit a resume and cover letter to City Hall at 311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045, or e-mail to deputycityclerk@san-juan-bautista.ca.us for receipt not later than **1:00 p.m. on Monday, May 15, 2017**. Appointment to fill the vacancy will be addressed at the May 16, 2017 Regular Meeting of the City Council, at 6:00 p.m. Applicants should plan to attend. This is a temporary position, lasting until the November 2020 General Election.

City of San Juan Bautista
311 Second Street
P.O. Box 1420
San Juan Bautista, CA 95045
(831) 623-4661

www.san-juan-bautista.ca.us