

# **CITY CLERK**



## **City of Ferndale – Full Time (32hrs)**

The City of Ferndale is seeking an experienced professional to serve as City Clerk. The primary duty of the City Clerk is to ensure transparent, efficient local government by managing official records, administering elections, facilitating city government processes, and serving as a public information liaison, essentially acting as the government's memory and communication hub for both officials and citizens. They are official record keepers, election administrators, legislative support, and vital links to the public.

### **Key Responsibilities**

The primary duty of the City Clerk is to provide administrative and policy support for City staff, City Council, Planning Commission, committees and the public. Under the direction of the City Manager, the City Clerk participates in carrying out essential city responsibilities including but not limited to: coordinating the production of legislative agendas, packets and minutes; attending City Council, Planning Commission and committee meetings; serving the public at the front counter of City Hall; issuing routine permits and licenses; and administering the City's records management system and relaying requests for information to the appropriate parties. The City Clerk fills multiple roles for the City of Ferndale and will be expected to perform related tasks as assigned by the City Manager.

### **Qualifications:**

#### Required:

- High School Diploma or GED
- Minimum of 3-5 years of progressively responsible administrative, clerical, or municipal government experience
- Excellent communication and organizational skills with ability to manage and prioritize multiple tasks
- Proficiency with software including Word, Excel, PowerPoint, and Outlook
- Valid California Driver's License
- Ability to pass a Background Check.

#### Desired:

- Prior experience in records management and public service
- Certification as a "Certified Municipal Clerk" (CMC) through the Institute of Municipal Clerks
- Associate's or Bachelor's Degree in Public Administration, Political Science, or a related field
- Knowledge of City Codes, The Brown Act, and Rosenberg's Rules of Order.

### **Compensation & Benefits**

**Salary** \$29.92 - \$36.82/hr DOE • **Retirement Plan** • **Health Insurance** (Medical, Dental, and Vision) • **Holidays** 13 paid holidays, plus 1 PTO day • **Vacation & Sick Leave Accrual** • **Life Insurance Policy** \$25,000 • **4-day Work Week**

### **How to Apply**

Submit City of Ferndale Application (available on website), resume, cover letter, and any certifications to [khall@ci.ferndale.ca.us](mailto:khall@ci.ferndale.ca.us) or mail to POB 1095, Ferndale, CA 95536.

Position will be open until filled. First review will be March 12, 2026.

*The City of Ferndale is an Equal Opportunity employer*



**CITY OF FERNDALE, CALIFORNIA**

P.O. Box 1095, Ferndale, CA 95536 – email: [cityclerk@ci.ferndale.ca.us](mailto:cityclerk@ci.ferndale.ca.us)  
 Application for Employment - (Pre-Employment Questionnaire) (An Equal Opportunity Employer)

**PERSONAL INFORMATION**

|   |  |        |           |
|---|--|--------|-----------|
| Social Security #   |  | Date   |           |
| Name  |  |        |           |
| LAST  | FIRST                                    | MIDDLE |           |
| Present Address   |  |        |           |
| STREET  |  | CITY   | STATE ZIP |
| Permanent Address   |  |        |           |
| STREET  |  | CITY   | STATE ZIP |
| Phone No.   | Are you 18 years of age or older? YES NO |        |           |
| Are you prevented from lawfully becoming employed in this country because of visa or immigration status? YES NO |  |        |           |

**EMPLOYMENT DESIRED**

|                             |                                       |                |
|-----------------------------|---------------------------------------|----------------|
| Position                    | Date you can start                    | Salary Desired |
| Are you presently employed? | May we contact your present employer? |                |
| Ever applied here before?   | When?                                 |                |
| Referred by                 |                                       |                |

**EDUCATION**

|                                   | Name & Location of School | Years attended | Did you graduate? | Subjects studied |
|-----------------------------------|---------------------------|----------------|-------------------|------------------|
| Grammar                           |                           |                |                   |                  |
| High School                       |                           |                |                   |                  |
| College                           |                           |                |                   |                  |
| Trade, Business or Corres. School |                           |                |                   |                  |

**GENERAL**

|   |      |  |
|---|------|--|
| Subjects of special study or research work  |      |  |
|   |      |  |
|   |      |  |
| Special Skills/Certifications:  |      |  |
|   |      |  |
| Activities (Civic, Athletic, Etc.)  |      |  |
|   |      |  |
| <small>EXCLUDE ORGANIZATIONS, WHICH INDICATE THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.</small> |      |  |
| US Military or Naval Service  | Rank | Present membership in National Guard or Reserves |

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 25, 1991. (OVER)*

| <b>FORMER EMPLOYERS</b> (list below last three employers, starting with last one first) |                          |        |          |                    |
|---|--------------------------|--------|----------|--------------------|
| Date MM/YY  | Name/Address of Employer | Salary | Position | Reason for leaving |
| From  |                          |        |          |                    |
| To  |                          |        |          |                    |
| From  |                          |        |          |                    |
| To  |                          |        |          |                    |
| From  |                          |        |          |                    |
| To  |                          |        |          |                    |
| Which of these jobs did you like best?  |                          |        |          |                    |
|   |                          |        |          |                    |
| What did you like the most about this job?  |                          |        |          |                    |
|   |                          |        |          |                    |

| REFERENCES: Give the names of three persons not related to you, whom you have known at least one year. |          |             |
|--|----------|-------------|
| Name/Address   | Business | Years Known |
|  |          |             |
|  |          |             |
|  |          |             |
| In Case of Emergency, Notify:  |          |             |
|  |          |             |
| Name/Address   | Phone    |             |

I certify that all the information submitted by me on this application is true and complete and I understand that any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that employment and compensation can be terminated, with or without cause, and with or without notice, at any time at either my or the City's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the City. I understand that no City representative other than it's City Manager or in his/her absence, the Mayor or the City Council, and then only when in writing and signed by the City Manager, or in his/her absence, the Mayor or the City Council, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE:**

|                |          |            |       |
|----------------|----------|------------|-------|
| Interviewed by |          |            | Date: |
| Remarks        |          |            |       |
| Neatness       |          | Ability    |       |
| Hired Yes No   | Position | Dept:      |       |
| Salary/Wage    |          | Start Date |       |

## CITY OF FERNDALE

POB 1095

FERNDALE, CA 95536

*"A Historic Victorian Village"*



# CITY CLERK FULL TIME (32 hours) with Benefits

### Description:

The primary duty of the City Clerk is to provide administrative and policy support for City staff, City Council, Planning Commission, committees and the public. Under the direction of the City Manager, the City Clerk participates in carrying out essential city responsibilities including but not limited to: coordinating the production of legislative agendas, packets and minutes; attending City Council, Planning Commission and committee meetings; serving the public at the front counter of City Hall; issuing routine permits and licenses; and administering the City's records management system and relaying requests for information to the appropriate parties. The City Clerk fills multiple roles for the City of Ferndale and will be expected to perform related tasks as assigned by the City Manager.

### Example of Duties:

- Assists City Manager with various administrative tasks, often of a confidential nature.
- Serves as recording secretary; records actions taken and assures that information is properly and accurately maintained in City's record files; provides notice of action taken to appropriate parties.
- Works with City Council, Planning Commission, Committees, City Manager, City staff, the public and others to prepare City agendas and agenda packets.
- Receives and reviews agenda items for complete submittals and Brown Act compliance.
- Prepares and posts legal notices, agendas and related documents.
- Establishes, maintains and indexes files for the City Council, Planning Commission, and committees; researches and provides back-up materials on a variety of issues.
- Certifies City Council, Planning Commission, and committee action authenticity and prepares certified copies of such actions, as required.
- Prepares and distributes ordinances, resolutions, proclamations, staff reports, correspondence and other essential documents.
- Maintains databases for business and dog licenses; prepares annual mailings; collects funds and distributes licenses.
- Prepares and distributes applications for building, land use and design review permits; collects fees; issues permits.
- Manages the processing, indexing, and preservation of vital records including ordinances, resolutions, contracts and other legal documents in accordance with federal, state and local statutory requirements.

- Ensures compliance to various state laws, including the Brown Act, Maddy Act, Public Records Act, California Elections Code and Political Reform Act/Fair Political Practices Act.
- Maintains record management system; adheres to the Records Retention Schedule;
- Answers questions; provides information, forms and applications; explains City policies and procedures; provides information to the public and others on matters concerning City protocols.
- Maintains Municipal Code Book; is responsible for codification of ordinances and other actions.
- Interacts with City Manager, Council, Commission and Committees, staff, other agencies and officials, and the general public to accomplish projects and duties.
- Coordinates local activities for City elections, including issuing nomination and campaign papers, providing information on candidate eligibility and providing information to County election division
- Maintains roster of City boards, commissions, committees and other appointments.
- Other duties as assigned by the City Manager.
- Administrative requirements for filing, publishing and processing of various City matters.
- Basic land use and zoning principles, including historical and design review areas.
- Policies and procedures governing the City of Ferndale, City Council, Planning Commission and Committees.
- Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment, including a word processor.
- California municipal law as it relates to City Clerk functions.
- Municipal Code structure and maintenance principles and practices.
- Fair Political Practices and Ralph M. Brown Act.
- Records management methods and procedures for City Clerk functions.
- Computer skills, Adobe Acrobat, Microsoft Word, Microsoft Excel.

**And the ability to:**

- Organize and maintain accurate recordkeeping and indexing systems.
- Prepare agendas and research and organize pertinent materials for agenda items.
- Advise the City Manager on policy and procedures interpretations for record keeping.
- Prepare concise meeting minutes, documentation and other reports and correspondence.
- Perform word processing tasks accurately and develop and organize electronic files.
- Establish and maintain effective working relationships with those encountered.
- Apply verbal and written communication skills.
- Accomplish tasks in reasonable time frames, and be task oriented.
- Demonstrate strong organizational and customer satisfaction skills.
- Communicate effectively, orally and in writing, in both technical/ non-technical terms.
- Understand and follow oral and written instructions, policies and procedures from the City Manager.

- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using software applications appropriate to assigned tasks.
- Use logical thinking and creative thought processes to develop solutions following directions.
- Perform duties and responsibilities with accuracy to meet deadlines and changing priorities.
- Quickly learn and put to use new information and/or technology, skills and knowledge.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Job Qualifications:**

**Education:** High school diploma or GED required. Associate’s or Bachelor’s Degree in Public Administration, Political Science, or a related field preferred.

**Experience:** Minimum of 3-5 years of progressively responsible administrative, clerical, or municipal government experience. Prior experience in records management and public service is highly desirable. Proficiency with software including Word, Excel, PowerPoint, and Outlook.

**Certification:** No certifications are required. Certification as a “Certified Municipal Clerk” (CMC) through the Institute of Municipal Clerks or Master Municipal Clerk designation(MMC) is a plus.

**Physical Requirements:**

- Sufficient clarity of speech and hearing or other communication capabilities, with reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient powers of observation, with reasonable accommodation, to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with reasonable accommodation, to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with reasonable accommodation, to safely lift, move, or maneuver administrative materials and equipment to perform position duties;
- Sufficient personal mobility and physical reflexes, with reasonable accommodation, to efficiently perform Clerk duties, including motorized vehicles and equipment.

**Other Requirements:**

- Must be bondable
- Must pass a criminal background check
- Required to attend evening meetings and work extended hours as necessary

**Benefits:**

Paid Holidays

Insurance: Medical, Dental, & Vision

Retirement Plan

Life Insurance Plan

Compensation

\$29.92 – \$36.82 DOE

Hours are Monday – Thursday 8am - 4pm

**To Apply:**

Please fill out a City of Ferndale Application for Employment, found at [www.ci.ferndale.ca.us](http://www.ci.ferndale.ca.us) under Employment along with further information on availability of positions in the City of Ferndale.

Submit City of Ferndale Application, resume, cover letter, and any certifications to [khall@ci.ferndale.ca.us](mailto:khall@ci.ferndale.ca.us) or mail to POB 1095, Ferndale, CA 95536.

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