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EXECUTIVE SEARCH

**City Clerk/Assistant to
the City Manager**
CITY OF WESTLAKE VILLAGE, CALIFORNIA

THE COMMUNITY

Known for its spectacular location and natural beauty, neighborhood atmosphere, services available to residents, open space, and adjacency to points of destination throughout Southern California, the City of Westlake Village (approximately 8,200 population) is one of the most desirable communities to live, work and recreate in California. As a City that is also known for professional and exemplary management, collaborative team work, and a family oriented atmosphere that values a work/life balance in support of fostering productivity and innovation, the City is seeking an experienced, knowledgeable, forward-thinking and customer service focused individual to serve as City Clerk/Assistant to the City Manager.

As the “City in the country”, Westlake Village has a special small-town charm. Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors; incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and

medians; top-notch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity. As such, residents and business alike enjoy and appreciate, and the City staff team take pride in providing, an extraordinarily high level of customer service, quality city services, and city responsiveness.

The City of Westlake Village was incorporated in 1981 and was one of the first master-planned communities in the country. As a fully developed city with relatively few properties for sale annually, those who choose to live and work in the City tend to identify with the community relative to its overall beauty, peacefulness, and many amenities. The City helps encourage this connection in various ways that promote an engaged lifestyle for residents. The community’s commitment to public and community service is also exemplified through the support of numerous neighborhood events, charitable organizations, and volunteering. Residents have a long history of participation in numerous City volunteer projects, committees, and boards.

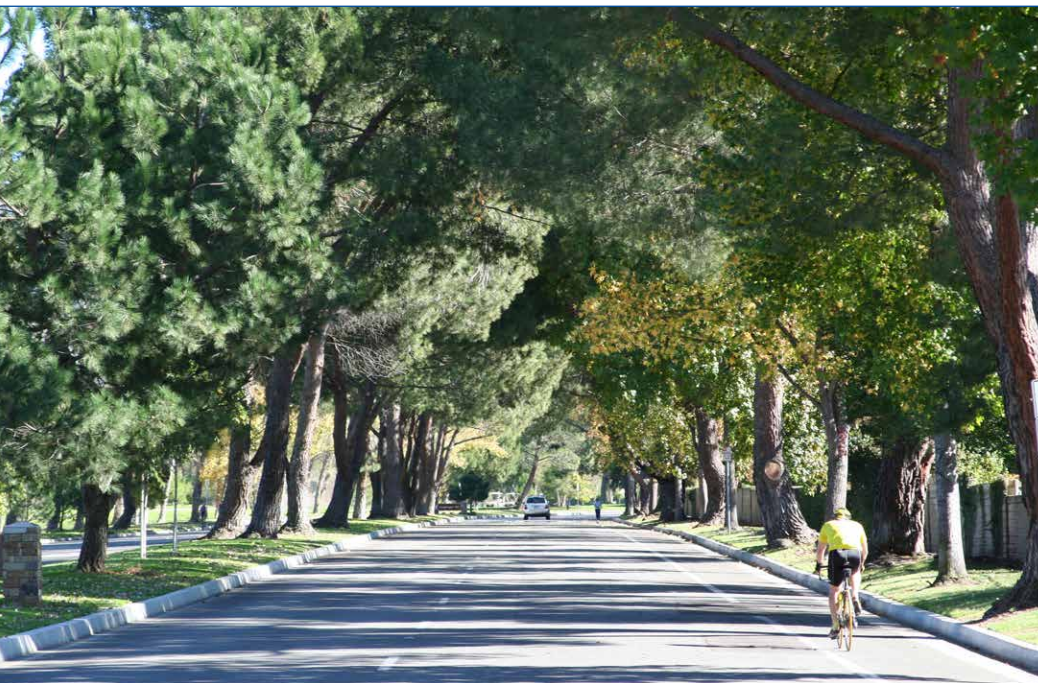
THE ORGANIZATION

The City operates under the Council-Manager form of government. The five members of the City Council are elected to four-year overlapping terms with the Mayor selected among his/her peers to serve a one-year term. The City Council has a well-established tradition of civility and decorum, prioritizes good governance and professional city management, and is known for maintaining a strong, supportive, familial and respectful relationship with staff. The City Council appoints the City Manager, who in turn, serves as chief executive of the organization. Additionally, the City Council appoints the City Treasurer and the City Attorney. City Council meetings are held on the second and fourth Wednesdays of every month with the exception of a one-month hiatus in August when the City Council holds no meetings.

In Westlake Village, the City Council serves as the Planning Commission. The City is also served by 7 standing committees of the City Council that include the Administrative Committee, Cultural Recreation Committee, Economic Development Committee, Environmental Committee, Land Use Committee, Public Safety Committee and Technology Committee.

Typically, the City will rely on these committees, as well as ad-hoc City Council committees, to review and work through City issues leading to recommendations to the full City Council.

The City of Westlake Village is a general law municipality with contracts in place for many of the day-to-day services of local government. Currently, the City contracts for animal control, building and safety, legal, library, parks, recreation and cultural services, law enforcement, and public works. Fire protection services are provided by the



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Los Angeles County Consolidated Fire District. Consistent with the City's founding history and priorities, local services and programs focus on maintaining the City's character, high quality of life, connectivity with residents and businesses, and both excellence and responsiveness in the delivery of public services. The City's FY 2021/22 budget includes General



Fund operating expenditures of \$12.8 million and 13.5 FTE staff positions. The City is financially stable with a General Fund reserve of 53.9% (approximately \$6.9 million).

To learn more about the City of Westlake Village, please visit www.wlv.org.

THE POSITION

The City of Westlake Village is an organization that prides itself on strong inter-departmental cooperation and interdisciplinary approaches to work. As such, the City desires a City Clerk/Assistant to the City Manager who embraces team work and collaboration in support of achieving excellence, desired outcomes, accuracy in work products, and outstanding customer service. The City Clerk/Assistant to the City Manager should be an individual seeking to implement and maintain best practices and accomplishing projects that position the City services and operations to be

best in class. The successful candidate must thrive in an environment that desires state-of-the-art processes, programs, and systems for serving the public, officials and team members.

The City Clerk/Assistant to the City Manager is appointed by and will report to the City Manager, Rob de Geus, who joined the City of Westlake Village in 2019. With a focus on implementing efficiencies and serving as a citywide resource, the City Clerk/Assistant to the City Manager is a working manager who will oversee the Deputy City Clerk and Administrative Assistant. The primary purpose of the team, and specifically the City Clerk/Assistant to the City Manager, is to provide fundamental City Clerk responsibilities (e.g., agenda preparation, compliance with legal requirements, contracts management, public records requests, minutes, City Council meeting logistics, etc.), administrative support for the City Council and City Manager (e.g., scheduling, claims processing, analytical research, liaison to the City Council and community groups, planning, developing and managing special projects, etc.), front-counter customer/public service (e.g., responding to inquiries, disseminating information, greeting the public, etc.), administrative support to citywide departments, and projects as assigned by the City Manager. Currently, key projects for the City Clerk/Assistant to the City Manager and his/her team include records management and retention (digitizing), process improvement and enhancement, elections which are consolidated with the County, and evaluating and supporting the

administrative needs of the organization.

The ideal candidate is an administrator that is highly organized, detail oriented, and able to prioritize and balance multiple responsibilities and requests. Candidates without direct City Clerk experience but having robust experience in a City Manager's Office or other City Council facing department may also be a great fit for this opportunity. The ideal candidate will also have a calm demeanor and positive attitude; be engaging, optimistic and a positive influence; serve as a motivating, reassuring, and supportive problem solver; coach and mentor staff, enjoy fun and humor in the workplace, and have the presence, poise, and understanding of what is appropriate and necessary for working with elected officials, City Manager and the community.



The City Clerk/Assistant to the City Manager must be a “people-person” and problem solver who is approachable, responsive, and knowledgeable in the functions and responsibilities of the role of City Clerk/Assistant to the City Manager. As a small well run City, this is a unique opportunity to be engaged in all aspects of local government with a friendly, professional team who support one another, share responsibilities and opportunities, and maintain a healthy work life balance.

This position requires 4 to 7 years of progressively responsible experience in the performance of tasks common to programs carried out by either a City Clerk, Deputy City Clerk, Assistant to the City Manager, and/or Senior Analyst. A Bachelor’s degree is required. A Master’s degree, certification as a Certified Municipal Clerk (CMC), and supervisory experience are preferred but not required.

THE COMPENSATION

The City is prepared to offer a competitive salary range of \$94,044 to \$135,216 plus benefits including:

RETIREMENT: Classic Member - PERS 3% @ 60, highest three



SEARCH SCHEDULE

- Filing Deadline October 29, 2021
- Preliminary Interviews November 1-12 , 2021
- Recommendation of Candidates November 19, 2021
- Finalist Interview Process December 3, 2021

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

years. Employee pays 5.8% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share. New Member - PERS 2% @ 62, highest three years. Employee pays 6.25% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

- MEDICAL INSURANCE:** CalPERS
- DENTAL INSURANCE:** Delta Dental
- VISION INSURANCE:** VSP

RETIREE HEALTH INSURANCE: City contribution for retiree health insurance for retired employees with at least five years of service with the City.

OTHER INSURANCE BENEFITS: City pays 100% of AD&D, short- and long-term disability insurance.

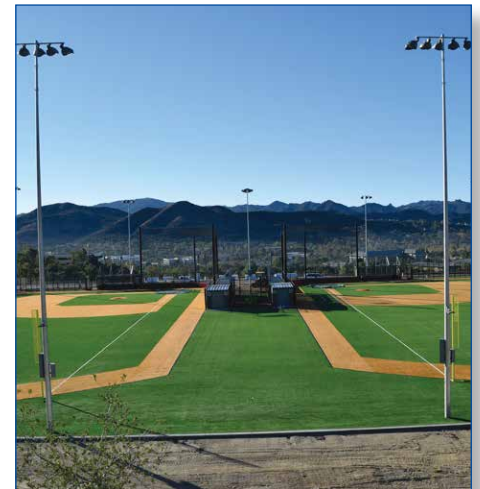
VACATION: 10-15 days annual accrual based on years of service.

ADDITIONAL LEAVE: 12 days of sick leave per year, 14 days paid holiday, plus 2 paid floating holidays leave per year.

DEFERRED COMPENSATION: City contributes \$50/month match into an ICMA 457 plan.

FLEXIBLE WORK SCHEDULE: The City offers a 9/80 work schedule following the successful completion of the employee’s first year.

The City does not participate in Social Security.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Anton “Tony” Dahlerbruch toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



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