This recruitment is managed by WBCP

CAREER OPPORTUNITY

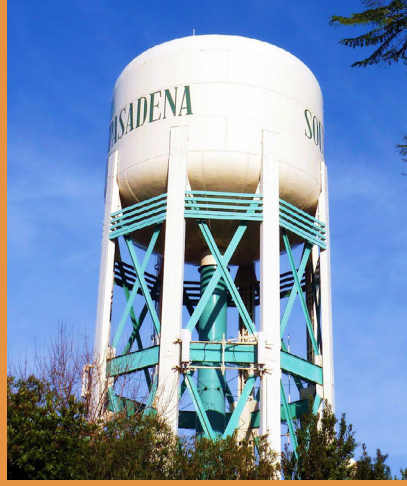
CHIEF CITY CLERK

CITY OF SOUTH PASADENA, CALIFORNIA | SALARY RANGE: UP TO $158,244 DOE/DOQ*

*Subject to the following scheduled salary increases: 2% in January 2026; 4% in July 2026; 4% in July 2027

APPLY ASAP; posting may close at any time!

THE CITY OF SOUTH PASADENA is seeking a proactive, forward-thinking, and politically astute Chief City Clerk to lead the City Clerk's Office as a visible and trusted advisor to the organization and community. This is a unique opportunity for an experienced municipal professional to bring innovation, leadership, and strong service delivery to a highly engaged city. The Chief City Clerk is responsible for critical functions such as City Council support, agenda preparation, elections administration, records management, public transparency initiatives, and compliance with state and local laws. The ideal candidate is a confident and collaborative leader, adept at navigating complex organizational dynamics, building trust with elected officials and staff, and engaging diplomatically with the public. They will be a problem-solver, a mentor to one Deputy City Clerk, and a steadfast advocate for transparency, accountability, and operational excellence. With a balance of technical expertise, interpersonal skills, and political acumen, they will embody the values of responsiveness, integrity, and civic engagement in all aspects of their work. ***Be the trusted voice that guides transparency and innovation; apply today!***



THE COMMUNITY

LOCATED ON THE WEST SIDE of the San Gabriel Valley and about eight miles from downtown Los Angeles, the City of South Pasadena, California, offers the perfect blend of small-town charm and urban convenience. Known as the “City of Trees” and for its historic Craftsman homes, walkable streets, and strong community spirit, South Pasadena is a highly desirable place to live, offering a quieter lifestyle with easy access to the excitement of LA. With a diverse population of approximately 26,000 and spanning just 3.4 square miles, the city is packed with appeal—from its top-rated schools and lively arts scene to the popular weekly farmers’ market and numerous outdoor recreation options like Arroyo Seco Park and local hiking trails. Families and professionals alike enjoy a wide range of community events, theaters, and nearby cultural landmarks such as the Mosaic South Pasadena at the Rialto Theatre and the South Pasadena Historic District. The city’s prime location allows access to reach the beaches, mountains, or downtown within a short drive. Meanwhile, its top industries include education, healthcare, professional services, and a vibrant retail sector, which supports a thriving, sustainable economy. South Pasadena offers an inviting, close-knit community with all the benefits of Southern California living.

THE CITY

INCORPORATED ON MARCH 2, 1888, the City of South Pasadena is a General Law City, operating under the Council-Manager form of government. The City Manager is appointed by and serves at the pleasure of the City Council. With 171 full-time staff and an approximate FY 2025 budget of $84 million, the City of South Pasadena is committed to providing effective and efficient municipal services for the community, preserving its quality of life and small-town character in a 21st Century environment.

LEARN MORE ABOUT THE CITY

VIEW THE STRATEGIC PLAN

CLICK BUTTONS

THE OFFICE

THE CITY CLERK'S OFFICE SERVES AS A VITAL LINK between the public and the municipal government, ensuring transparency, accessibility, and compliance with legal and regulatory requirements. With a budget of $230,400 and two full-time staff, the Office administers municipal elections, maintains official city records, prepares and archives City Council agendas and minutes, and facilitates public access to information through its digital records system. Additionally, it oversees filings in accordance with the Fair Political Practices Commission and coordinates the appointment process for city boards and commissions, supporting effective civic engagement and ethical governance.

READ ABOUT THE OFFICE

CLICK BUTTONS

THE JOB

REPORTING DIRECTLY TO THE ASSISTANT CITY MANAGER, the Chief City Clerk serves as a trusted advisor to City Council and executive leadership, and an ambassador to the community, upholding transparency, collaboration, accountability, and operational excellence throughout the organization. This position is responsible for the full range of statutory and administrative functions of the office, including preparing and managing City Council agendas, managing meetings and taking minutes, maintaining official records, responding to public records requests, public communications, and ceremonial activities. The Chief City Clerk oversees the Deputy City Clerk, providing direction, mentorship, and accountability while effectively dividing duties to ensure departmental efficiency. The Chief City Clerk also administers general and special elections in close coordination with a municipal election law firm and the Los Angeles County Registrar-Recorder, ensuring compliance with all applicable election laws and campaign finance reporting requirements.

The Chief City Clerk works cross-functionally throughout the organization to ensure referral of Council priorities, support departments in their records and agenda needs, and collaborate with the City Attorney's office on legal and compliance issues. They also remain responsive to inquiries from residents and provide guidance and training to elected and appointed officials on the Brown Act, ethics, governance best practices, and procedural recommendations, strengthening accountability and ensuring adherence to legal and ethical standards.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS A SEASONED MUNICIPAL clerk with proven expertise in elections administration, records management, and open meeting laws; experience with California's Brown Act, election code, and other state-level regulatory frameworks is strongly preferred. Politically astute and confident, they work closely with executive leadership and department heads, fostering strong partnerships across the organization. They are proactive and innovative, consistently identifying opportunities for improvement, driving initiatives that enhance efficiency and transparency, and supporting departments to better serve the evolving needs of the organization and community. An engaging and supportive mentor, they cultivate talent, delegate thoughtfully, and promote a cohesive, accountable team environment. The Chief City Clerk will also be technologically savvy and maintain strong professional engagement through active participation in municipal clerk associations and networks, staying current on best practices, industry trends, and innovative solutions that enhance the effectiveness of the department. A true team player, they demonstrate flexibility and initiative by stepping in to assist with cross-functional projects and initiatives, ensuring organizational goals are met through collaboration and adaptability. With a strong customer service ethic, they respond quickly, diplomatically, and professionally to residents, staff, and elected officials, embodying the City's commitment to transparency, responsiveness, and innovation.

The ideal candidate will also possess the following core competencies...

Technical Expertise: Applies advanced knowledge of municipal laws, elections administration, records management, and public meeting compliance, while driving innovation through the adoption and modernization of technology to improve transparency and operational efficiency.

Relationship Building: Fosters trust and collaboration with elected officials, staff, advisory bodies, community members, and external partners through clear communication, diplomacy, and responsiveness.

Strategic Thinking: Anticipates organizational needs, identifies opportunities for improvement, and develops forward-looking initiatives that enhance transparency, efficiency, and service delivery.

Assertiveness: Confidently advocates for best practices, upholds legal and ethical standards, and provides clear guidance to leadership and staff, even in challenging or high-pressure situations.

EMPLOYMENT STANDARDS

Any combination of education and/ or experience that has provided the knowledge, skills and abilities necessary for acceptable job performance, such as:

Experience: Five (5) years of progressively responsible experience performing varied and complex administrative support duties, three (3) years of which must have been in a City Clerk's department or related organization that staffs a city council or city commission. Experience must also include at least two (2) years in a lead/ supervisory capacity.

DESIRED

- A degree in public administration or a related field.
- Possession of, or substantial credit towards, a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation by the International Institute of Municipal Clerks (IIMC).

UPCOMING PROJECTS & GOALS

INFORMATION ACCESS & AGENDA MANAGEMENT SYSTEM ASSESSMENT. Maintain and update the city's agenda management system to ensure accurate, timely, and accessible documentation of meetings, agendas, and related materials, while providing customers with accurate and thorough information and access to city council meetings and election resources.

IMPLEMENTATION OF TECHNOLOGY & BEST PRACTICES. Embrace cutting-edge technology and industry best practices to increase efficiency, transparency, and accessibility. Adhere to state and local mandates and deadlines related to city government.

PRA REQUESTS. Streamline Public Records Act requests processing and oversee the public records request management program.

TRAINING. Provide training and guidance to elected and appointed officials, including Council and Commission members, regarding Brown Act compliance and professional ethics (AB 1234 and AB1661).

SALARY & BENEFITS

Salary Range: **Up to $158,244 DOE/DOQ** *(with additional scheduled COLAs)*

PLUS an extensive benefits package including:

Retirement: Benefits are offered through CalPERS, with Classic members receiving a benefit of 2.0 @ 55 or PEPRA members receiving 2.0 @62, three average years as determined by PEPRA. The City does not participate in the Social Security System, except for the mandatory 1.45% Medicare contribution.

Medical: The City contributes up to $1,950/month toward medical insurance for the employee & eligible dependents.

Dental: The City contributes up to $75/month toward dental insurance for the employee & eligible dependents.

457 Deferred Compensation Plan: Optional for employee contribution through Empower. 1% Base Salary Contribution from the City into your account per pay period.

Vision: The City contributes up to $20/month toward vision insurance for the employee & eligible dependents.

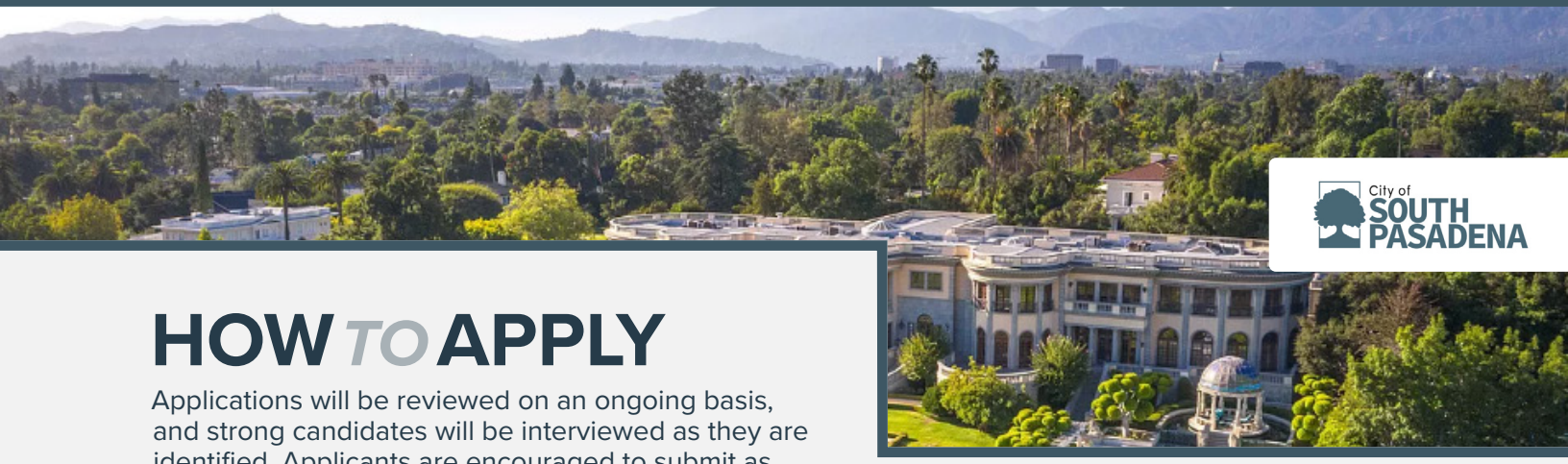
Life Insurance and Accidental Death & Dismemberment: The City provides a $100,000 life insurance and $100,000 accidental death & dismemberment policy. Additional life insurance is available.

Vacation: Vacation accrues based on years of service and experience, service with other agencies counts. Employees may cash out vacation once per year.

Sick Leave: 96 hours.

Executive Leave: 90 hours (may cash out up to 60).

Holidays: 12 designated holidays, *plus* 2 floating holidays.



City of SOUTH PASADENA

HOW TO APPLY

Applications will be reviewed on an ongoing basis, and strong candidates will be interviewed as they are identified. Applicants are encouraged to submit as early as possible, as the application period may close at any time. **Apply ASAP at:**

CLICK BUTTON

WBCP JOB BOARD

QUESTIONS? Please contact your recruiter, **Lauren Gerson-Greene**, with any inquiries:

866.929.9227 toll free **541.664.0376** direct

lauren@wbcpinc.com