



career opportunity

City Clerk / Assistant to the City Manager

CITY OF CLAYTON, CALIFORNIA

ANNUAL SALARY: \$112,613.84–\$136,882.82 DOE/DOQ

THE CITY OF CLAYTON, CALIFORNIA, is seeking a collaborative, detail-oriented, and adaptable professional to serve as its next City Clerk / Assistant to the City Manager. This unique, hybrid role offers the opportunity to play a central part in the City's legislative processes and support the City Manager on a wide range of administrative and policy initiatives. As a key member of the organization, the selected candidate will help ensure transparency, compliance, and effective coordination across City operations, while contributing to initiatives that enhance systems, modernize records management, and support the delivery of high-quality services to the community. The ideal candidate brings strong technical knowledge of municipal clerk functions, and the ability to communicate effectively, build relationships with elected officials and staff, and manage multiple priorities with accuracy and professionalism. *Ensure transparency, accuracy, and support effective local governance, apply today!*



The Community

SET AGAINST THE BACKDROP OF MOUNT DIABLO, Clayton offers a close-knit community and the natural beauty that define the East Bay. Located in Contra Costa County, Clayton is home to approximately 11,000 residents across 3.8 square miles, creating a safe, neighborly environment where community connection is a priority. Tucked away from major freeways, the city enjoys a peaceful setting that reinforces its small-town character. Clayton is known for its safety, strong schools, walkable neighborhoods, and vibrant downtown with locally owned restaurants, boutique shops, and community events such as art and wine festivals, holiday celebrations, and Saturday Concerts in the Park. Residents enjoy direct access to Mount Diablo State Park and the East Bay Regional Park District, with miles of trails, preserved open space, and scenic views. As a largely built-out community with limited infill development underway, Clayton reflects a deliberate approach to growth while maintaining strong property values and fiscal stability. Located near Walnut Creek and Concord and approximately 35 miles east of San Francisco, the city offers proximity to regional amenities while retaining its distinct character. Key industries include professional services, healthcare, education, and public sector employment. Clayton offers a high quality of life for those who value safety, connection, and an active outdoor lifestyle.



The City

THE CITY OF CLAYTON OPERATES UNDER A COUNCIL-MANAGER FORM OF GOVERNMENT in which a five-member City Council, including a Mayor selected annually from among its members, establishes policy direction for the organization and the community. As a full-service municipal organization, the City provides a range of services including administration, community development, finance, maintenance, and public safety, supported by 30 dedicated staff and an FY 2026 all funds operating budget of approximately \$10.8 million with significant positive fund balances. Guided by a commitment to transparency, fiscal responsibility, and responsive public service, the City of Clayton works collaboratively to preserve its small-town character, protect its natural surroundings, and maintain a safe, well-managed community for residents and businesses.

The City of Clayton fosters a positive and supportive workplace culture where employees are dedicated, collaborative, and committed to delivering high-quality service to the community. As a small organization, staff work closely together, take pride in their work, and consistently step up to get the job done. The team values professionalism balanced with approachability, and they make time to celebrate their efforts—including monthly staff barbecues that reflect a strong sense of appreciation and camaraderie. Clayton values individuals who are kind, team-oriented, and ready to contribute in a culture where people truly fit in and support one another.

[LEARN MORE](#)



The City Clerk's Office & The Job



THE CITY CLERK'S OFFICE SERVES AS A CENTRAL ADMINISTRATIVE HUB that promotes transparency, accountability, and effective local governance. The Office oversees the City's legislative processes, maintains official records, ensures compliance with legal noticing and public records requirements, and manages the Municipal Code. It also supports civic engagement by administering municipal elections and facilitating public access to information. Through these efforts, the Office plays a vital role in supporting City operations and fostering community trust.

The City Clerk / Assistant to the City Manager plans, organizes, and directs the full range of City Clerk functions while also providing direct support to the City Manager on administrative and policy-related initiatives. This position serves as a key coordinator across the organization, ensuring legislative processes and public records functions are carried out accurately, efficiently, and in compliance with applicable laws.

Key Responsibilities Include:

- Managing and coordinating City Council meetings and legislative processes, including the preparation of agendas, minutes, and official records, and maintaining the long-range agenda calendar
- Working closely with the City Council and executive staff to ensure effective meeting operations and accurate documentation
- Ensuring compliance with the Brown Act, Public Records Act, Political Reform Act, Maddy Act, and other applicable laws and regulations
- Maintaining and updating the Municipal Code and official City records, including records retention, certification, and retrieval
- Monitoring legislative changes and advising staff and leadership on updates to policies, procedures, and compliance requirements
- Serving as the lead coordinator for Public Records Act (PRA) requests, utilizing tracking systems to manage workflow, ensure timely responses, and maintain transparency
- Supporting the City Manager with a wide range of responsibilities, including meeting coordination, policy research, and legislative tracking
- Coordinating across departments and maintaining awareness of Citywide priorities to anticipate needs and ensure alignment with timelines and objectives
- Leading and supporting compliance and implementation efforts related to virtual meetings and evolving regulatory requirements

This role requires a high level of organization, accuracy, and initiative, as well as the ability to manage multiple priorities and deadlines while serving as a trusted resource across the organization.



Upcoming Projects & Opportunities

RECORDS MANAGEMENT MODERNIZATION.

Lead a major initiative to digitize and index historical City records, transitioning from physical storage to an organized digital system with potential cloud-based solutions to improve access, security, and long-term preservation.

ETHICS TRAINING. Support the coordination and administration of ethics training programs to ensure City Council members remain compliant with state requirements and best practices.

FORM 700 FILINGS. Oversee the collection, tracking, and compliance of Statements of Economic Interests (Form 700), ensuring timely and accurate reporting in accordance with state regulations.

CAMPAIGN FINANCE FORMS. Assist in the implementation and management of campaign finance disclosure processes, supporting transparency and compliance with applicable laws.

The Ideal Candidate

THE IDEAL CANDIDATE IS A HIGHLY ORGANIZED, DETAIL-ORIENTED PROFESSIONAL with experience in municipal clerk functions and public agency administration. They bring a strong understanding of legislative processes, including the Brown Act and other public meeting requirements, along with experience using Public Records Act (PRA) tracking systems and managing compliance-driven workflows. An excellent communicator, this individual works effectively with elected officials, the executive team, staff, and the public, and is skilled at managing competing priorities while maintaining a high level of accuracy and attention to detail. They possess strong analytical skills and demonstrate the ability to effectively balance a broad range of responsibilities, seamlessly transitioning between technical clerk functions and executive-level support. The successful candidate is independent, proactive, and able to anticipate needs, stay ahead of timelines, and manage multiple responsibilities with strong organizational and time management skills. Adaptable and resourceful, they support virtual meeting requirements and evolving regulations, and are committed to delivering high-quality work that supports transparency, accountability, and effective local governance.



The ideal candidate will demonstrate the following core competencies...

Political Acumen: Understands the dynamics of working with elected officials and staff, navigating with professionalism, discretion, and sound judgment.

Technical Knowledge: Applies knowledge of municipal clerk functions, including legislative processes, public records, and compliance requirements, while utilizing digital tools and systems to ensure accuracy, efficiency, and adherence to applicable laws and regulations.

Problem Solving: Identifies issues, anticipates challenges, and develops practical solutions to ensure legislative, records, and administrative processes run smoothly.

Customer Service Orientation: Provides responsive, courteous, and service-focused support to staff, elected officials, and the public, promoting transparency and accessibility.



Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: High school, supplemented by college-level or university-level courses. Four-year degree preferred in public administration, business administration, political science, or a related field.

Experience: Three (3) years of increasingly responsible experience creating, maintaining and certifying records and information for a government or public agency.

Licenses:

- Must possess and maintain a valid California Class C driver license and satisfactory driving record.
- Notary Public certification is desirable.
- Certification by the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is highly desirable.
- Ability to obtain CMC certification within two years of employment.

Additional Requirement: Must attend certain activities and meetings during off-hours as necessary and to meet deadlines and achieve objectives.



Salary & Benefits

This position will receive an annual salary of **\$112,613.84–\$136,882.82 DOE/DOQ**.

The City of Clayton offers a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, flexible spending accounts, life insurance, long-term disability, short-term disability, holidays, vacation, and sick leave.

[SEE BENEFITS INFORMATION](#)



How to Apply

For first consideration, apply by **MAY 15** at:

[WBCP JOB BOARD](#)



INTERVIEW PROCESS. Interviews will take place on an ongoing basis as ideal candidates are identified.

QUESTIONS? Please contact Kris Lofthus with any inquiries:

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