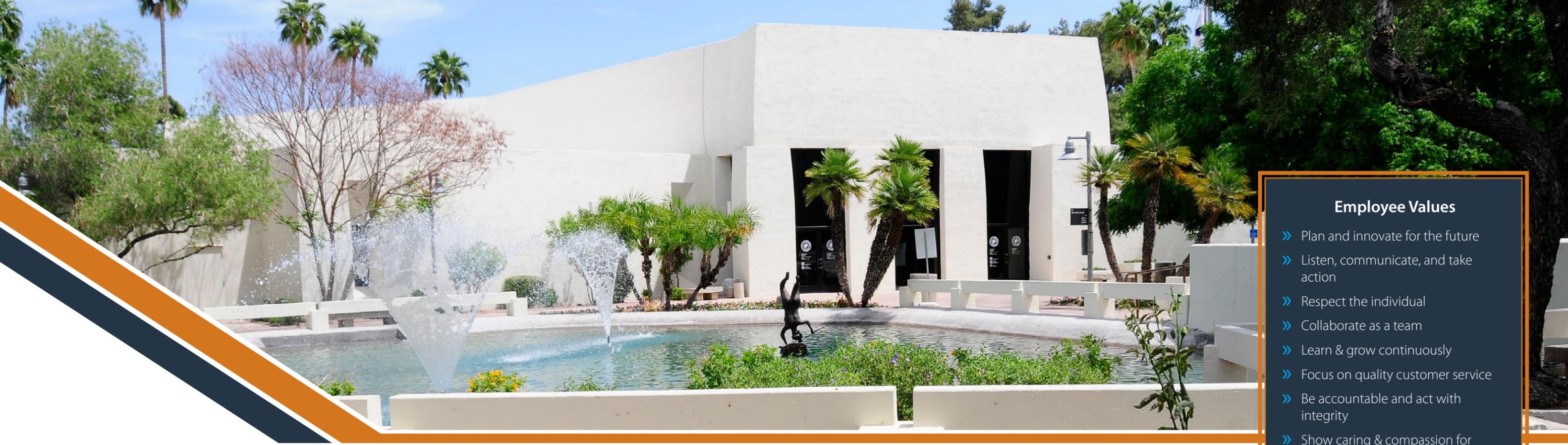





**CITY OF
SCOTTSDALE**
*Simply Better Service
for a World-Class Community*

City Clerk

\$132,579 – \$192,795 annually



Employee Values

- » Plan and innovate for the future
- » Listen, communicate, and take action
- » Respect the individual
- » Collaborate as a team
- » Learn & grow continuously
- » Focus on quality customer service
- » Be accountable and act with integrity
- » Show caring & compassion for others

Welcome!

Located in the beautiful Sonoran Desert at the foot of the scenic McDowell Mountains, Scottsdale, Arizona is annually rated among the nation's most desirable communities in which to live, visit, and do business. Old Town – Scottsdale's Downtown – is considered the finest urban center in Arizona. It is home to many restaurants, retail shops, and art galleries.

Scottsdale's McDowell Sonoran Preserve, in the city's northern reaches, is the largest urban wilderness area in the United States and features more than 60 miles of trails through diverse and scenic desert terrain. With a population of about 260,000 individuals, Scottsdale is one of Arizona's largest cities.

To learn more go to: scottsdaleaz.gov

About the Position

The City of Scottsdale, Arizona, invites you to apply for the position of City Clerk.

The City Clerk is a Charter Officer of the City and is responsible for ensuring accessible and responsive government within Scottsdale by:

- » Preparing the agendas and keeping the minutes of City Council meetings
- » Overseeing the timely and accurate accumulation, preservation, and accessibility of public records
- » Conducting fair and open municipal elections
- » Ensuring legal compliance of all official postings, public notices, and related advertising

The City Clerk is required to live within the jurisdiction of the City of Scottsdale (or relocate there within six months of appointment) and reports directly to the City Council. The City Clerk supervises five full time employees.

Work that Matters

With over 2,600 employees and thousands of volunteers, the City of Scottsdale provides a full range of municipal services, the foundation upon which this community thrives. Our employees serve more than 260,000 people who call Scottsdale home - we also serve millions of tourists and business travelers from around the world who choose Scottsdale.

Whether you like working outside, in an office, are technically oriented or a “people person”, working in Scottsdale offers wide variety of professional opportunities. If you want to be part of delivering “Simply Better Service for a World-Class Community,” then a career with the City of Scottsdale may be for you.

Recently, the City Clerk has undertaken a variety of strategic initiatives that will fundamentally change the City’s administrative landscape. In 2019, residents approved three questions during a special bond election, including a sales tax initiative on roads. Additionally, the Clerk is currently evaluating proposals to replace the City’s document management system as well as the introduction of e-signatures. Over the coming 18 months, the new City Clerk can anticipate the General Plan update and election, as well as preparing for the 2022 Primary Election and the 2022 General Election, with initial work beginning in July 2021. While the City contracts with Maricopa County to administer elections, the City Clerk is heavily involved with candidate filing, campaign finance reporting, producing a candidate pamphlet, and election canvassing.

Council Priorities

- » Value Scottsdale’s Unique Lifestyle and Character
- » Support economic vitality
- » Enhance neighborhoods
- » Preserve meaningful open space
- » Seek sustainability
- » Advance transportation

Ideal Candidate

The next City Clerk will embrace an innovative and progressive stance to delivering service to both internal and external customers. A good manager would be valuable, but an experienced municipal clerk is essential, particularly someone well-versed in elections administration and campaign finance regulations. The City Clerk must have infinite patience and amazing follow up. This is not a passive position and the incumbent will be a vital resource to the public, executive management in the City Manager’s Office, and to members of the City Council, though the Clerk must remain politically neutral. An experienced leader with a customer-focused mentality, especially in the context of municipal administration, would be ideal.

An individual with an advanced degree and/or a Certified Municipal Clerk or Master Municipal Clerk certification is preferred.



Education and Experience

A Bachelor's degree in Business or Public Administration or a related field as well as seven years of recent, related experience, three of which should be directly related to municipal clerk operations, municipal elections, campaign finance, and records management. Three years of management experience. A Master's degree is preferred.

Compensation

\$132,579 - \$192,795 annually. Additional fringe benefits, such as a phone or car allowance and employer-paid deferred compensation, is not available.

A modest relocation allowance *may* be a negotiable item..

Other benefits include:

- » Medical, dental, and vision insurance
- » Arizona State Retirement System (defined benefit plan: employee contribution is currently 11.94%)
- » Vacation and Sick leave
- » 10 fixed + 1 floating holiday
- » Flexible Spending Account
- » Life Insurance
- » Disability Insurance
- » Tuition Reimbursement
- » Health Savings Account
- » Deferred Compensation

For more information about city benefits, please visit
www.scottsdaleaz.gov/hr/benefits



Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, November 30, 2020**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:
<https://executivesearch.cpshr.us/JobDetail?ID=1706>

For further information contact:

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Website: www.cpshr.us



Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City Council. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

