

## THE IDEAL CANDIDTE

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The ideal candidate for this position has been described as a highly self-organized, confident, and adaptable, with a keen ability to reprioritize project based on sensitive demands. The City Clerk/ Human Resources Manager will take initiative to ensure that the Office's operations and priorities are focused towards accomplishing goals through effective and efficient management skills. The City Clerk/ Human Resources Manager will be expected to lead all activities of the City Clerk's Office, Risk Management for the City, Human Resources and Assist the City Administrator with complex special projects.

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## EDUCATION AND EXPERIENCE

A Bachelor's degree in public or business administration, political science, legal studies, human resources, or a related field, or certification as a Municipal Clerk, AND Four (4) years of increasingly responsible experience in a City Clerk's Office, and experience in Human Resources/Risk Management with a municipality or other public sector preferred. Incumbents must pass a thorough background.

## APPLICATION AND SELECTION PROCEDURE



This position is open until filled. To be considered for this exceptional career opportunity, submit your job application, resume, cover letter.

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## IF YOU HAVE ANY QUESTIONS , PLEASE CONTACT ADAM ENNIS

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 (559) 592-9244

 adam@exetercityhall.com

## APPLY NOW

**1ST REVIEW OF APPLICATIONS**  
**12/11/2023**



## SALARY AND BENEFITS

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The Salary range: \$79,704 - \$97,848 In addition, the City of Exeter offers a comprehensive benefits package as outline below.

Retirement: The City of Exeter offers the 2.0% @62 CalPERS to new PERS members (service beginning January 1, 2013 or after) with three (3) year's final compensation; 9.75% member paid contributions. Existing miscellaneous PERS members ("Classic" members) with no break in service participate in the CalPERS 3.0%@ 60 plan with highest annual average of consecutive years, 11% member paid contribution.

Insurance Benefits: Medical, Dental and Vision. Life Insurance-based on annual salary. Life, short and long-term disability insurance is provided by the City.

Leave/Holidays: Management Leave (80) hour per year. Sick (12) days per year. Vacation starting at (16) days per year. Holidays (11) and (1) half-day plus (1) birthday day.

Cell Phone Reimbursement: \$50, per month; Employer Assistance Program; and Educational Reimbursement

# MISSION STATEMENT

In partnership with the community, the City of Exeter strives to protect, preserve, and promote the best quality of life enjoyed by the residents and visitors with teamwork, transparency and collaboration in a fiscally sustainable manner.



## THE CITY

Exeter is a City in Tulare County, California. It is situated in the San Joaquin Valley near the foothills of the Sierra Nevada which provide endless adventures to the east, the relaxing shores of the California coastline to the west, and major cities such as San Francisco and Los Angeles- all within a few hours.



## CITY GOVERNANCE

The City is governed by a Mayor and City Council. The City Council consists of five members, including the Mayor and Mayor Pro-Tem.

# WHY WORK FOR US

The City of Exeter is a unique small - town community with a population of 10, 485. Exeter has a variety of Antique stores, Specialty Shops, Restaurants, Lodging and a long tradition of annual events and festivals. Exeter is a great community to raise a family or to retire. The community takes pride in preserving the agriculture and the history of this amazing City. You will be part of enhancing the City's financial health while shaping and improving services provided to our residents.



THE CITY OF EXETER  
INVITES YOUR INTEREST FOR  
THE POSITION OF:

## *City Clerk/Human Resources Manager*



CITY OF  
EXETER  
CALIFORNIA  
CITRUS  
CAPITAL OF  
THE WORLD

