



# City of Fresno

## City Clerk



Recruitment Services Provided by  
Ralph Andersen & Associates



# An Exceptional Career Opportunity



The City of Fresno is seeking a well-organized, respected, and energetic professional, with an understanding of the importance of quality service in local government, to serve as its next City Clerk. This position is a Charter Officer for the City of Fresno and oversees a staff of eight.

## The Fresno Community and the Region

The City of Fresno, California, is located in the heart of the state in the fertile San Joaquin Valley. From the agricultural fields on the valley floor to the snow-capped peaks of the Sierra Nevada Mountain range, the Fresno area offers something for everyone. With a population of approximately 540,000, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial hub of the central San Joaquin Valley.

Travel from Fresno to other major metropolitan areas in California is convenient. The City is located approximately 4 hours north of the Los Angeles Basin and 3 hours south of the San Francisco Bay Area. Residents and visitors enjoy Fresno's proximity to Yosemite, Kings Canyon, and Sequoia National Parks, as well as other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean. The Mediterranean climate in Fresno allows year-round recreational activities, including sailing, snow skiing, water skiing, fishing, backpacking, and golfing.

An added benefit of living in Fresno is the excellent housing available at price levels, even in this accelerated housing market, which are considerably lower than those in California's other metropolitan areas. Additionally, the Fresno area offers four large school districts (Fresno Unified, Central Unified, Sanger Unified, and Clovis Unified), and a variety of private institutions offer excellent ongoing educational and enrichment opportunities. Also, the community is the home of California State University, Fresno as well as a number of other colleges and universities.

Many consider Fresno to be a community of the perfect size, offering the best urban amenities and opportunities along with the unique charm and easy living of a smaller town. Residents enjoy a wide variety of social, cultural, athletic, educational, and recreational activities in an affordable and clean-living environment.



# City Government Structure



Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members elected to the City Council. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council but has veto power over specific actions taken by Council Members.

The City of Fresno has more than 4,200 permanent employees and an annual budget of more than \$2.1 billion.

## The City Clerk's Office

The City Clerk receives supervision and direction from the City Council and the Council President. The City Clerk is a Charter position within the City of Fresno's organizational structure.

The City Clerk provides day-to-day leadership to an office of 8 full-time equivalents (FTEs). The Office of the City Clerk is committed to implementing creative solutions to develop and deliver services on behalf of the City Council, the general public, and City staff. Constant refinements and improvements to the City's internal management procedures and systems are essential to the Office of City Clerk's ability to deliver the level and quality of service expected by the City and community.

Under the provisions of the Municipal Charter and within the framework of general policy established by the City Council, the City Clerk plans, organizes, directs, and coordinates the activities of the City Clerk's Office and Central Print. The City Clerk is appointed by and is directly responsible to the Council. Performing as Clerk to the City Council, the City Clerk directs the publication, filing, indexing, and safekeeping of all proceedings.

The selected candidate will be the direct point of accountability for effective operations and service delivery of the Department, including election administration; records management and public records requests; digital imaging of the legislative history; support for the City Council, Boards, and Commissions; Conflict of Interest and Campaign Disclosure filings; contract processing; legal notices and subpoenas; and other support services.

This is an unclassified position in which the incumbent serves at the will of the City Council.



# Overview of Position Responsibilities



The City Clerk has broad responsibilities in support of the Council President and City Council, including the expanded detail listed as follows:

- Provide strong leadership and effective management of staff in the City Clerk's Office.
- Attend all Council meetings either in-person or by deputy; record and maintain a complete, true, and accurate record of all Council proceedings; supervise and participate in keeping the journal of Council proceedings, ordinances, and resolutions.
- Prepare Council meeting agendas and minutes. During Council meetings, track Agenda items, motions, amendments, direction, and the disposition of each matter, including closed sessions. Assist with the veto process, as needed.
- Act as the City's filing officer under the requirements of the Political Reform Act and timely file all required Conflict of Interest and Economic Interest statements. Work closely with the City Attorney's Office on Brown Act and other related legal issues and procedures.
- Act as the City's elections official, as directed by Council.
- Maintain an accurate, up-to-date list of memberships on City boards, commissions, and Council committees. Participate in and provide staff support for various boards and commissions, as needed.
- Ensure ordinances and contracts approved by the Council are codified and published, as well as keep all books properly indexed and open to public inspection when not in actual use. Also maintain information on all bond issuances.
- Direct the operation of the City records storage facility including the digitization of all records, and the City's internal printing operation.
- Oversee the City Clerk's portion of the City's website concerning matters related to the Clerk's Office and coordinate the posting of appropriate documentation to ensure transparency and ease of access by the public.
- Administer oaths or affirmations, take affidavits and depositions on affairs and the business of the City, and certify copies of official records; supervise the administration of oaths and certifications of official documents for all official business of the City. Act as the custodian of the official Seal of the City and monitor appropriate use.
- Coordinate employee service awards and employee of the quarter activities for the City. Read aloud at Council meetings and ceremonies proclamations, certificates of recognition, and similar documents.
- Act as the City's ex-officio Assessor, unless the Council has availed itself, or in the future avail itself, of the provisions of the general laws of the State relative to the assessment of property and the collection of City taxes by county officers, or unless the Council by ordinance provides otherwise.





# The Ideal Candidate

The City Clerk will be fair, ethical, and responsive, and will enjoy working collaboratively with the Council, Council President, and the entire organization. In addition, the City Clerk will be highly adaptable and able to prioritize projects within sensitive time constraints in a fast-paced, robust work environment.

An individual with outstanding interpersonal and communication skills, a track record of self-directed work products, and a team-oriented approach will excel in this position.

**Additionally, the City Clerk must also be able to demonstrate:**

- **Superior Customer Service:** Provide services openly and transparently, build cooperative partnerships and strong working relationships, and identify opportunities to extend and improve services to meet the changing needs of an active and engaged community and customer base.
- **Strong Public Presentation Skills / Diplomatic Confidence:** Be seen as well-versed in presenting in a public forum for both planned events, commendations, and other public-facing events, including during City Council and Commission meetings to clarify procedural issues and redirect discussions based on prescribed agenda matters, Brown Act and other required public notifications.

- **Civic Engagement:** Enable and promote civic engagement and involvement through the electoral process, participation in public meetings, and outreach to and partnerships with schools, community organizations, and business and property owners.
- **Technological Advancements:** To further enhance delivery and access of information to the public, provide the ultimate in transparency, record-keeping and retention, and fully support the City's Leadership and policymakers.

In summary, the successful candidate will have the leadership skills to facilitate change, inspire teamwork, champion open government and transparency, advocate for citizen engagement, and remain highly adaptable. An appreciation for incorporating best practices in dealing with emerging technologies, including evolving changes in social media, is also essential for success. Sterling integrity and trustworthiness are also vital in this leadership position for the City of Fresno.



## Education/Experience

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

**Education:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field.

**Experience:** Five (5) years of thorough, progressively responsible management experience, two (2) years of experience must be at the supervisory level, in

a general purpose or charter local government or public administration, or experience comparable to that required for certification as either Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).

**-OR-**

Possession of a Master's degree from an accredited college or university in public administration, business administration, or related field, and three (3) years of thorough, progressively responsible

# Education/Experience *continued*

management experience, two (2) years of experience must be at the supervisory level, in a general purpose or charter local government or public administration.

Recent administrative experience as a Deputy City (or County) Clerk or Assistant City (or County) Clerk in a large (population 250,000 or higher) municipality is highly desirable. Experience as an attorney working for local government may be extremely beneficial in this role, and candidates with this background are strongly encouraged to submit for consideration.

**Substitution:** Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience equals 30 units, up to a maximum of two (2) years.

## **Other Requirements:**

- Must possess a valid California driver's license or have obtained it at time of hire.
- Possession of a Certified Municipal Clerk Certificate (CMC) or Master Municipal Clerk (MMC) certificate upon employment, or eligible

for and progressing towards obtaining a valid MMC certificate, which must be obtained within 36 months of attaining such eligibility. With a Bachelor's degree or a Master's degree from an accredited college or university in public administration, business administration, or related field, possession of a valid CMC within 24 months of employment as the City Clerk, and eligible for and progressing towards obtaining a valid MMC certificate, which must be obtained within 36 months of attaining such eligibility. Both the CMC and MMC Certificates must be maintained throughout the entire employment as City Clerk.

- Possession of a notary public certification within 12 months of employment, which must thereafter be maintained for the entire employment as City Clerk.

While the City Council highly values California experience, they may consider out-of-state applicants who demonstrate a solid career history with notable professional accomplishments.

# Compensation and Benefits

The City of Fresno offers an excellent compensation and benefit program. The current salary range for this position is \$147,804 to \$240,348 annually. Placement in the range will be dependent on career history and qualifications. The City of Fresno may offer moving and relocation assistance to encourage highly qualified candidates to apply. An at-will employment agreement will be provided to the selected candidate and will include a severance clause. Specific questions and further details on benefits offered should be directed to Ralph Andersen & Associates.

Other benefits offered by the City of Fresno include:

- **Auto Allowance:** \$300/month.
- **Moving and Relocation:** At the full discretion of City leadership, moving and relocation assistance may be offered to the top candidate.

This potentially would include a not-to-exceed amount that would encompass moving of household goods, does not include assistance on the buying or selling of a home.

- **Retirement:** Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best funded public systems in California.
- **Health Insurance:** City contributes toward the current monthly premium for medical, dental, and vision for employee and dependents.
- **Annual Leave:** Accrue 15.50 hours monthly, with cash out provision.
- **Management Leave:** 108 hours per fiscal year, with cash out provision.

# Compensation and Benefits *continued*



- **Supplemental Management Leave:** May be granted up to 32 hours per fiscal year upon City Council approval.
- **Holidays:** Ten (10) City-observed holidays annually, plus birthday and two (2) personal days per year.
- **Deferred Compensation:** 457 plan available.
- **Flexible Spending Account:** IRS 125 Plan for health/dependent care.
- **Life Insurance:** Equal to annual salary; premium paid by City.
- **Long-Term Disability:** City pays premium for 66 2/3% of monthly salary up to \$7,500 per month after 30 days.

- **Deferred Retirement Option Program (DROP):** DROP is an optional, voluntary program that allows for retirement benefits deposited in a special savings account within your Retirement System while continuing to work for the City of Fresno. To participate, must be at least age 50 with 5 years of service. Benefits include ownership of DROP account monies; compound interest earnings; and alternative distribution options.

Importantly, candidates should be aware that the City of Fresno does not participate in Social Security but does participate in Medicare.

Additional details about the benefits offered may be found by clicking [here](#).

## To Apply

This is a confidential process and will be handled accordingly through all phases of the outreach and selection process. Closing date for receipt of interest is **Monday, March 2, 2026**. An electronic version of all submittals is required. Interested candidates should apply immediately by sending a comprehensive resume with a compelling cover letter of interest and accomplishments to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). References are not required at the time of submittal, and no contact will be made with references or current employers until a mutual interest has been established to ensure the utmost confidentiality. Interviews with the City Council are expected to be conducted in late February.

Questions, nominations, and confidential inquiries regarding this position or the recruitment process should be addressed to: Ms. Heather Renschler at (916) 630-4900. Alternatively, a confidential discussion can be arranged with Ms. Renschler by emailing [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

Additional information regarding the City of Fresno is available at [www.fresno.gov](http://www.fresno.gov).

***The City of Fresno is an Equal Opportunity Employer.***