

City of Sedona



The City of Sedona invites your interest in the position of

**CITY CLERK**

## THE POSITION

The City seeks a City Clerk who is a professionally seasoned individual that is effective working with elected and appointed officials, city staff, and the community.

In support of maintaining the City of Sedona's high standards of excellence, the successful candidate will possess skills and knowledge associated with serving as the City's custodian of records, agenda preparation, public records requests, elections, and automating processes for improving public services.

As a supervisor, the successful candidate must also be effective at prioritizing, developing, and implementing work plans, managing budgets, and providing effective and engaging staff training and development.

Additionally, under administrative direction from the City Manager, the City Clerk directs, manages, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and maintenance of official City records. The City Clerk administers municipal elections, coordinates assigned activities with other divisions, departments and outside agencies, oversees business licenses, and provides highly responsible and complex administrative support to the City Manager and City Council.

The City Clerk performs follow-up activities resulting from Council meetings, including completing action or summary minutes and ensuring that resolutions and ordinances are in proper format. The City Clerk also implements Citywide records management procedures, ensures that documents are recorded and filed properly and oversees the monitoring, archiving and destruction of documents according to City ordinance and state statute.

The City Clerk oversees City's Municipal Code ensuring accurate and timely updates, directs posting of public notices, ordinances, resolutions and pertinent emergency information at both physical and website locations, and is responsible for ensuring the City complies with all posting and publication guidelines and legal requirements.

Typical background and experience includes a Bachelor's degree, three years of increasingly responsible administrative experience in a City Clerk's Office, three years of supervisory experience, and certification as a Certified Municipal Clerk (CMC).





## THE ORGANIZATION

The City of Sedona is a general law city, which operates under the Council-Manager form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City. The City Attorney is appointed by and reports to the City Council.

Sedona currently has a staff of approximately 160 regular employees; City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, Sustainability, and Wastewater.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Sedona's civic life.

The City has no property tax and relies on sales tax and lodging tax revenues to support its operations.

## THE COMMUNITY

Sedona is approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties and serves as a premier international tourist center.

Sedona was named after Sedona Miller Schnebly (1877–1950), who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. Originally founded in 1902, the City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, art centers, with nearby viticulture .

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons and plenty of sunshine and clean air. The year round population of Sedona is approximately 11,000 residents, while the seasonal/visitor population often doubles that number on a regular basis. The City is almost 19 square miles in size, with 51% being owned by private landowners and the rest belonging to the Coconino National Forest.

## COMPENSATION and BENEFITS

The salary for the City Clerk ranges up to \$112,465.00.

Salary placement for the top candidate will depend on education and experience.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental and vision coverage for employee and dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Paid holidays
- Deferred compensation - Optional IRS 457 plans
- Wellness programs
- 3-day weekends! - 4/10 schedule
- ...and much more!

## HOW to APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of at least six work-related references (who will not be contacted without prior notice) electronically as one file to

[HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov) or upload your materials to our **ADP applicant tracking database**.

**Closing date:** December 5, 2021

**Tel:** 928-203-5189

**E-mail:** [HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov)

**Website:** [www.SedonaAZ.gov](http://www.SedonaAZ.gov)

