

# Application for Appointment to fill Unexpired Term for City Clerk



## City of Sierra Madre Office of the City Manager

232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
626.355.7135  
www.cityofsierramadre.com

*Please note: All information provided on this front page is subject to disclosure under the Public Records Act and will be posted on the City's website.*

### INFORMATION ABOUT THE POSITION

The City Council is soliciting applications to fill the vacancy of the elected City Clerk. The successful candidate will be appointed by the City Council to serve as City Clerk until April 2020. The statutory duties of the City Clerk, as described in Government Code Section 40801 through 40811, are:

- keep an accurate record of the proceedings of the legislative body
- keep and record all city ordinances with the clerk's certificate annexed to each, which record, with the certificate, constitutes prima facie evidence of the contents of each ordinance and of its passage and publication and is admissible as such evidence in any court or proceedings; and
- act as the custodian of the city seal

The appointed City Clerk will receive a \$250 monthly stipend commencing the month they are appointed and concluding the end of April, 2020.

### PERSONAL INFORMATION

NAME	DATE
CITY OF RESIDENCE	REGISTERED TO VOTE IN SIERRA MADRE?

### SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes     No

NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
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### QUALIFICATIONS

What specific attitudes, skills, and expertise do you think you have that qualify you for the position of City Clerk? *You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in its evaluation. Supplemental information is subject to disclosure under the Public Records Act.*

**ADDITIONAL PERSONAL INFORMATION**

NAME		DATE
ADDRESS		
CITY	STATE	ZIP CODE
EMPLOYER	TITLE	
HOME PHONE	MOBILE PHONE	
EMAIL ADDRESS		

**BACKGROUND**

HIGH SCHOOL	CITY, STATE
COLLEGE	CITY, STATE
DEGREE	MAJOR
PROFESSIONAL ORGANIZATIONS	

**INFORMATION ON THE PROCEDURE**

The application process may take up to six weeks. The City Council will review all applications and may individually call you to conduct an interview. Any appointment will be done at a City Council meeting. Your attendance at the Council meeting is recommended, but not required. You may be asked to explain your interest in serving as City Clerk.

**UNEXPIRED TERM**

This application is to fill the vacancy for the unexpired term for City Clerk. The term will conclude in April 2020.

**TIME COMMITMENTS**

Serving as City Clerk may require two or more night meetings per month, with each meeting averaging three to four hours. The City Clerk is expected to attend all meetings unless unexcused.

**APPLICANT CERTIFICATION**

By signing below, I understand that the information on Page 1 and any separate attachments are subject to disclosure under the Public Records Act. The personal information on Page 2 is not subject to disclosure. Further, I understand that the appointed City Clerk is subject to filing the Fair Political Practice Commission's Statement of Economic Interest Form 700 relating to financial disclosures and must complete mandatory ethics training as required by law.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE