



City Clerk Vacancy

The City Council of the City of Burbank is accepting applications for appointment to the position of City Clerk. The appointment will be for the unexpired term of the current incumbent, which runs until May 2013. Pursuant to Charter Sections 800 and 810, applicants must have resided in the City of Burbank for at least 29 days prior to filing nomination papers or declaring their candidacy and must be a registered voter.

The Charter of the City of Burbank describes the duties of the City Clerk as follows:

It shall be a duty of the City Clerk to attend all sessions of the Council and keep a full and correct record of the proceedings thereof. The proceedings of the Council shall be kept in a book marked "Minutes of the Council." The City Clerk shall keep a book marked "Ordinances" in which the City Clerk shall place copies of all City ordinances, certifying that each such copy is a full and correct copy of the original ordinance, and stating that the same has been published as required by law. Said record copy so certified, shall be prima facie evidence of the contents of the ordinance, and of its passage and publication and shall be admissible as such evidence in any court or proceeding. Such record shall not be filed but shall be returned to the custody of the City Clerk. The City Clerk shall also keep a book marked "Resolutions," into which the City Clerk shall place copies of all resolutions passed by the Council. Both the books containing ordinances and resolutions shall be adequately and comprehensively indexed.

The City Clerk shall be the keeper of the corporate seal of the City, and shall affix the same to instruments or writings requiring authentication. The City Clerk shall safely keep all records, documents, ordinances, resolutions, books, and such other papers and matters as may be regularly delivered into the City Clerk's custody or required by law or ordinance to be filed with the City Clerk.

The Budget describes the City Clerk's actual functions in greater detail. The City Clerk is an elected official who serves as Clerk to the City Council, the Successor Agency, the Parking Authority, the Youth Endowment Services (YES) Fund Board, the Housing Authority and the Public Finance Authority. The City Clerk's Office also conducts municipal elections, and consists of four divisions: City Clerk Services, Elections, Legal Advertising and Records Management.

The City Clerk is charged with maintaining all officials records; keeping complete and accurate records of all City Council, Successor Agency and other related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting municipal elections as scheduled, as well as any special elections which may be called; filing Campaign Statements and Statements of Economic Interest as required by the Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council, and advertising notices of hearings, bid openings, and other legal notices; administering the Records Management Program; and maintaining a comprehensive annual historical collection.

This position pays \$125,999.90 annually plus benefits. The position oversees a staff of six full time equivalent positions and is responsible for a budget of \$981,716.

Applications should be submitted to: Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502

The City Council will accept applications through June 1, 2012.



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

Mr./Ms./Mrs.

Name _____
(Last) (First) (Middle)

Residence Address _____ Phone: Res. _____

_____ Zip Code _____ *Work Phone _____

Resident of Burbank for _____ Years Burbank Registered Voter: Yes _____ No _____

Fax No. _____ E-Mail Address: _____

****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE

Additional Pertinent Courses or Training: _____

Other Pertinent Skills, Experience or Interests: _____

Employment Information:

Present Occupation: _____

Name of Firm: _____

Address: _____

Telephone: _____

Specify current or prior service on a City Board, Commission or Committee:

APPLICANT'S NAME: _____

List community activities in which you are involved:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

What are your goals in serving as the City Clerk?

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Signature of Applicant

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

**Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502**