CITY OF LEMON GROVE

CITY CLERK



The Community

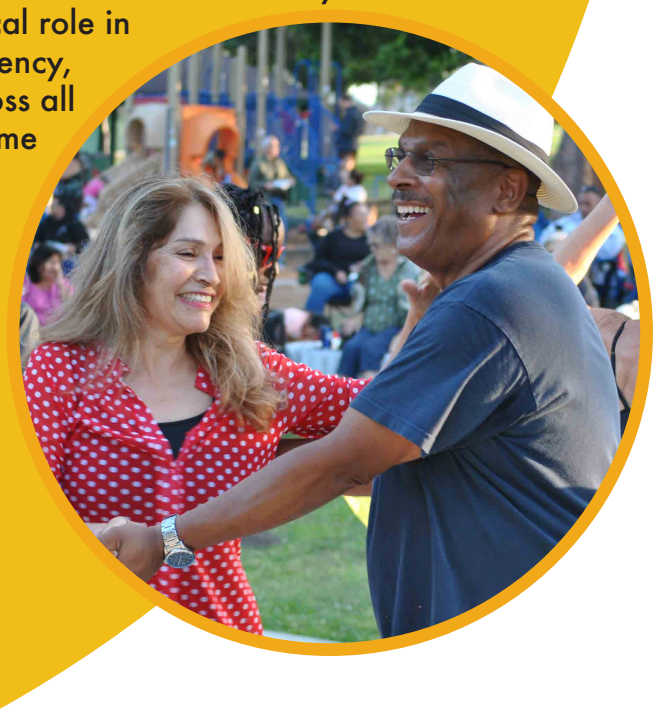
Located in East County San Diego, the City of Lemon Grove is a vibrant and diverse community known for its small-town character and civic pride. Incorporated in 1977, Lemon Grove blends historic charm with ongoing revitalization and economic development.

Residents enjoy a warm climate, accessible transit connections, and a strong sense of community identity. The City is home to a population of 27,867 residents encompassing approximately 3.9 square miles and is located nine miles east of the City of San Diego's downtown. There are six City parks and numerous city-operated facilities, such as the Recreation Center, Community Center, and Lemon Blossom Hall.

The City operates under the Council-Manager form of government. The City Council is comprised of an elected Mayor and four Council members elected at large for staggered four-year terms of office. The City Council acts as the legislative and policy-making body of the City. The City Manager, appointed by the Council, serves as the Chief Executive Officer and is responsible to the Council for the proper administration of all City affairs and for the implementation of all policies established by the Council. The City Attorney is appointed by the City Council.

The City provides a full range of services, including: Community Services, Community Development, Engineering, Finance and Public Works. The City contracts with the San Diego County Sheriff for law enforcement services and the City participates in a joint power authority to manage the fire and emergency medical services in partnership with Heartland Fire and Rescue. Library services are directly provided by the County of San Diego.

With a focus on quality of life, resident services, and community engagement, the City of Lemon Grove continues to grow and thrive. The City is in a strong financial position, with healthy reserves and stable operations. Lemon Grove residents also approved Measure T in 2024, a one-cent sales tax providing funding for infrastructure improvements and other community investments. The Finance Department plays a critical role in ensuring fiscal sustainability, transparency, and strategic resource allocation across all City operations. It is a very exciting time to work for the City of Lemon Grove!



Position

Under the general direction of the City Manager, the City of Lemon Grove is seeking a detail-oriented, collaborative, and integrity-driven City Clerk to manage vital functions supporting the City Council. In this high-impact municipal leadership role, you will direct the city's official records, handle legislative administration, and serve as a key administrative leader ensuring open, transparent local government. To view the full job description, select the following link: City Clerk.

The City Clerk's Office:

- Records City Council proceedings and legislative actions and maintains the City's official records.
- Administers municipal elections.
- Receives and maintains campaign and economic interest statements filings.
- Coordinates recruitment and appointments for City boards, committees, and commissions.
- Administers the City's Records Management Program and Records Retention Schedule.
- Responds to public inquiries and requests for public records.
- Maintains the City's Municipal Code.
- Coordinates ceremonial and official functions.

Essential Duties & Responsibilities:

Legislative Support: Perform all functions of the City Clerk. Prepare City Council documents, postings, and agendas, ensuring strict compliance with the Brown Act (open meeting laws), Public Records Act, Political Reform Act, and all other applicable Federal, State, and local laws.
Records Management: Oversee the City's Official Records and comprehensive Records Management program.

Elections Administration:

Coordinate all functions associated with the implementation and certification of City elections. (For general guidance and information, check resources via the California Municipal Clerks Association or the City of Lemon Grove City Clerk's Office Portal.

Compliance & Policy:

Maintain and update conflict of interest code policies and procedures.

Special Studies:

Conduct independent administrative research and special studies as assigned.



The Ideal Candidate

The City is seeking a collaborative, team-oriented, and caring individual to serve as the next City Clerk (mid-management classification). The ideal candidate has a customer service mindset with excellent leadership experience. A professional with the ability to communicate well both orally and in writing, during public presentations, with internal staff and at City Council meetings is desired.

The ideal candidate possesses the following traits and strengths:

Technical Skills: You bring understanding of California municipal law—including the Brown Act, Public Records Act, and Political Reform Act—and approach record-keeping, agenda preparation, and filings with unwavering accuracy and foresight.

Calm Under Pressure: You excel in fast-paced environments. Whether managing public hearings or navigating tight election certification timelines, you maintain a steady and professional composure.

Proactive and Independent: With wide latitude for day-to-day administration, you are a self-starter who uses sound, independent reasoning to solve complex operational challenges, conduct special administrative studies, and streamline records management programs.

Committed to Professional Growth: You either already hold your Certified Municipal Clerk (CMC) designation or are eager to pursue continuous professional development, fully committed to earning your certification within your first four years in the role.

Minimum Qualifications

Education: Any combination of education and experience equivalent to a Bachelor's degree.

Experience: Five years of increasingly responsible experience as a City Clerk, Deputy City Clerk, or aide to an elected or appointed board; and/or experience mirroring the essential functions of this classification.

Certifications: Certification as a Municipal Clerk (C.M.C.) is preferred, or participation in training leading to certification is desirable. Note: Certification is required within four years of the date of appointment.



Compensation & Benefits

$100,451.52 - $163,631.52 per year, DOQ;
4-Day work-week/9 hours per day (closed every Friday);
Two (2) weeks of paid vacation per year with increases based on length of service;
Thirteen (13) holidays, plus three (3) floating holidays per year; Twelve (12) sick days per year;
Cell Phone Allowance: $35 per month;
Twenty five (25) hours of Executive Leave at the start of each fiscal year;
Long Term Disability (LTD) – after 90 days of disability, the LTD plan provides a 60% disability income benefit;
Life Insurance - $50,000 coverage; AD & D - $50,000 coverage;
Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security. Both the City and employee contribute 1.45% to Medicare;
Health Insurance – The monthly Cafeteria Plan Allowance will be based on the selected level of coverage as follows: Employee Only: $880; Employee + 1: $1,520; or Employee + Family: $1,840.;
Parental Leave: Ten weeks for birthing parents or four weeks for non-birthing parent; and
Other Benefits – 457 deferred compensation plan (voluntary). Employee Assistance Program (EAP) and direct deposit are also available.

To Apply

If you are interested in this outstanding opportunity, please submit a 1) City application and 2) Supplemental Questionnaire to the Human Resources Department at 3232 Main Street, Lemon Grove, CA or online at https://www.lemongrove.ca.gov. Postmarks are not accepted. This position will remain open until filled.

First Review of Applications: November 13, 2026 at 5pm

Following the closing date for first review of applications, materials will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews to be held at the City of Lemon Grove City Hall.

Questions: contact Roberto Hidalgo, HR Manager, at: (619) 825-3848 rhidalgo@lemongrove.ca.gov

SUPPLEMENTAL QUESTIONNAIRE

CITY OF LEMON GROVE
CITY CLERK – SUPPLEMENTAL APPLICATION QUESTIONNAIRE

INSTRUCTIONS TO APPLICANTS:

THE SUPPLEMENTAL QUESTIONNAIRE IS AN INTEGRAL PART OF THE APPLICATION AND EXAMINATION PROCESS FOR THE POSITION OF CITY CLERK. PLEASE RESPOND TO EACH OF THE FOLLOWING QUESTIONS THOROUGHLY AND ACCURATELY. YOUR ANSWERS WILL BE USED TO EVALUATE YOUR QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE RELEVANT TO THE KEY DUTIES OF THIS ROLE.
PLEASE LIMIT YOUR RESPONSES TO APPROXIMATELY 250 WORDS PER QUESTION.
BE SPECIFIC ABOUT YOUR DIRECT EXPERIENCE, ROLE, AND EMPLOYER WHERE APPLICABLE.
A RÉSUMÉ WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS QUESTIONNAIRE.
PLEASE EMAIL YOUR ANSWERS TO ROBERTO HIDALGO AT RHIDALGO@LEMONGROVE.CA.GOV WITH YOUR EMPLOYMENT APPLICATION.

QUESTION 1: OPEN MEETING LAWS & AGENDA MANAGEMENT (THE BROWN ACT)

THE CITY CLERK PLAYS A CRITICAL ROLE IN ENSURING COMPLIANCE WITH CALIFORNIA'S BROWN ACT AND MAINTAINING PUBLIC TRUST. DESCRIBE YOUR DIRECT EXPERIENCE MANAGING THE PREPARATION, POSTING, AND DISTRIBUTION OF CITY COUNCIL OR LEGISLATIVE BODY AGENDAS AND PUBLIC NOTICES. PROVIDE AN EXAMPLE OF A COMPLEX OR HIGH-PROFILE PUBLIC MEETING SITUATION WHERE A POTENTIAL BROWN ACT ISSUE AROSE AND EXPLAIN HOW YOU RESOLVED IT WHILE MAINTAINING COMPLIANCE AND TRANSPARENCY.

QUESTION 2: CALIFORNIA PUBLIC RECORDS ACT (PRA) ADMINISTRATION

CITY CLERKS ARE THE CUSTODIANS OF PUBLIC RECORDS AND MUST NAVIGATE STRICT LEGAL DEADLINES AND PRIVACY EXEMPTIONS. OUTLINE YOUR PROCESS FOR HANDLING COMPLEX OR HIGH-VOLUME CALIFORNIA PUBLIC RECORDS ACT (CPRA) REQUESTS FROM RECEIPT TO FINAL FULFILLMENT. DESCRIBE A SITUATION WHERE YOU RECEIVED AN EXTENSIVE OR VAGUE PUBLIC RECORDS REQUEST. HOW DID YOU COORDINATE WITH LEGAL COUNSEL, CITY DEPARTMENTS, AND THE REQUESTER TO ENSURE TIMELY, LAWFUL, AND RESPONSIVE SERVICE?

QUESTION 3: MUNICIPAL ELECTIONS & FPPC COMPLIANCE

AS THE LOCAL ELECTIONS OFFICIAL AND FILING OFFICER, THE CITY CLERK OVERSEES CAMPAIGN DISCLOSURES AND STATEMENTS OF ECONOMIC INTERESTS. DETAIL YOUR EXPERIENCE ADMINISTERING MUNICIPAL ELECTIONS AND/OR SERVING AS THE FILING OFFICER FOR FAIR POLITICAL PRACTICES COMMISSION (FPPC) REQUIREMENTS (E.G., FORM 700 FILINGS, CAMPAIGN FINANCE DISCLOSURES). WHAT STEPS DO YOU TAKE TO ENSURE STRICT ADHERENCE TO STATE DEADLINES, LEGAL POSTING REQUIREMENTS, AND PROPER PUBLIC DISCLOSURES?

QUESTION 4: RECORDS MANAGEMENT & MODERNIZATION

MUNICIPALITIES CONSTANTLY SEEK TO IMPROVE EFFICIENCIES THROUGH DIGITAL RECORDS SYSTEMS AND MODERN DOCUMENT MANAGEMENT PRACTICES. DESCRIBE YOUR EXPERIENCE WITH MUNICIPAL RECORDS RETENTION SCHEDULES, DOCUMENT MANAGEMENT SYSTEMS (E.G., LASERFICHE, ENTERPRISE CONTENT MANAGEMENT), AND PROCESS DIGITIZATION. DETAIL A PROJECT WHERE YOU IMPLEMENTED OR SIGNIFICANTLY IMPROVED A RECORDS MANAGEMENT WORKFLOW OR PUBLIC ACCESS PORTAL. WHAT WAS YOUR ROLE, WHAT CHALLENGES DID YOU FACE, AND WHAT WAS THE OUTCOME?

QUESTION 5: ALTHOUGH NOT REQUIRED, A CERTIFIED MUNICIPAL CLERK DESIGNATION IS HIGHLY DESIRABLE. DO YOU CURRENTLY HOLD THIS CREDENTIAL?

- YES OR NO