



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950

www.cityofhawthorne.org

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

Senior Deputy City Clerk

(FULL-TIME/CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: CITY CLERK
SALARY: \$6,496 - \$9,619 (Range 35) Monthly
New hires typically start at step 1P
FILING DATE: Open: Tuesday, May 26, 2026
Closes: Open until filled

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

Our City

Proudly Serving the Community for over 100 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

THE POSITION

The Senior Deputy City Clerk classification is distinguished from the Deputy City Clerk classification by performing the full range, more complex and sensitive duties requiring a broader knowledge of City operations and statutory duties; providing highly responsible and complex administrative support to the City Council, City Clerk and City Manager requiring high degree of interpersonal skill and diplomacy.

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to the Senior Deputy City Clerk classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Oversee daily operations of the City Clerk's Office; plan and coordinate activities and services within the City Clerk's office; prepare, recommend and implement in development of department goals, objectives, policies and procedures.

- Coordinate and prepare City Council meetings; coordinate all agenda reports; publish legal notice advertisements and public hearing notices in coordination with City departments.
- Analyze, enforce and explain laws and regulations related to public records, meeting notifications, archival research, municipal elections, campaign financing and conflict of interest.
- Perform legislative body meeting transactional work including overseeing of the transcription and distribution of minutes, document proofing, formatting and processing of ordinances and resolutions, tracking commission and committee actions, and posting of meetings on legislative content work.
- Process ordinances for codification in the Municipal Code to reflect actions of the City Council; update codebooks and mail outs.
- Keep an accurate record of the proceedings of the City Council; follow up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records.
- Respond to inquiries from City Officials and City staff regarding official City actions as well as functions and processes related to the City Clerk's Office; and resolve problems and issues.
- Maintain centralized filing systems and computerized database of official City documents and records, including agendas, minutes, resolutions, ordinances and staff reports.
- Coordinate elections with the County including voter registration, candidate nominations and the review and filing of financial disclosure statements; advise candidates as to procedures and deadlines; appoint absentee board, election officers and alternates for special City elections.
- Respond to Public Records Act requests; receive and respond to inquiries from the press, other agencies, interested parties and the public; receive, copy and route responses to appropriate City representatives.
- Provide a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history, and Fair Political Practices Commission filings.
- Manage, organize and update the City's record management and retention program, and assist City departments with records retention compliance, preparation, resources, and offsite storage coordination.
- Oversees the review of agreements, contracts, purchase orders and special projects for compliance with insurance and business licensing requirements; coordinates bid processes for City projects; disseminates, receives and opens bids according to federal, state and municipal law; oversees the processing of all claims and subpoenas filed against the City.
- Prepares various technical reports, correspondence and statements according to federal and state rules, regulations and laws and City policies and procedures.
- Supervise, train and evaluate the performance of assigned staff; provide coaching and recommendations for performance improvement and development; and initiate corrective and/or disciplinary action according to established personnel policies and procedures and in consultation with Human Resources.
- Coordinate, maintain and serve as filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinate City Council, City Manager, City Attorney and other filings with the Fair Political Practices Commission.
- Coordinate and maintain compliance filings related to state campaign disclosure laws, City Conflict of Interest Code, AB 1234 Ethics requirements, and other compliance training for elected and appointed officials.
- Maintain current knowledge of new trends, innovations, updated and new laws related to the City Clerk's Office; and participate in professional group meetings and professional development trainings.

- Prepare and monitor department budget; monitor expenditures and recommend modifications or adjustments, as appropriate.
- Develop citywide training materials including those related to City Council agenda processes, formats and standards.
- Performs other related work as requested and assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Bachelor's degree in public administration, business administration or a related field.
- Five (5) years increasingly responsible administrative experience, including three (3) years of progressively responsible experience performing complex administrative office work in a City Clerk's office.
- Supervisory experience is highly desirable.

Licenses, Certificates and/or Special Requirements

- Must possess a valid California Class C driver's license and an acceptable driving record.
- Certified California Notary Public within one year of appointment is required.
- Certified Municipal Clerk (CMC) certificate is required.
- Master Municipal Clerk (MMC) certificate is desirable.

For more information on duties and responsibilities of the job classification, see our class specifications on our website.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a

written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employees' Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPers).

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

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