



CITY CLERK
City of **Lodi**, California

Recruitment Services Provided By





The Opportunity

The City of Lodi is seeking an accomplished, visionary leader to serve as its next City Clerk—an essential role at the heart of transparent, effective, and responsive local government. This is an exceptional opportunity for a collaborative professional who excels at building strong relationships, fostering organizational excellence, and creating meaningful, lasting results. The successful candidate will play a key role in shaping the future of Lodi and strengthening the City's commitment to outstanding public service.

The City of Lodi

The historic, charming, and culturally diverse City of Lodi is home to over 67,000 residents and is ideally located 34 miles south of Sacramento, 15 miles north of Stockton, and 90 miles east of San Francisco. The residents of Lodi take immense pride in their community that is surrounded by lush parks, wineries, museums, Lodi Lake, and rich agricultural land. Lodi is home to several large manufacturing, general services, and agriculturally based companies, and has an excellent balance of jobs to residential housing ratio.

A revitalized downtown boasts locally owned shops, a mix of restaurant types, a movie theater, and a children's science museum. Lodi is known for its authentic wine heritage with over 85 wineries in the greater Lodi appellation. Housing is relatively affordable, with hundreds of recently constructed single family homes, multi-unit market rate apartments, and senior housing. Educational opportunities abound as the University of the Pacific, California State University-Stanislaus/Turlock/Stockton Center, San Joaquin Delta Community College, and the University of San Francisco satellite campus are all within a 20-minute drive. Lodi prides itself on public safety with a low crime rate. High community pride reflects active involvement and support for a strong public safety infrastructure. By all measures, the quality of life in Lodi is exceptional, providing an ideal location in which to live, work, and play.





City Government

Lodi was incorporated as a General Law City in 1906 and operates with a Council/Manager form of government. The City Council governs the City and is comprised of five members who are elected to alternating four-year terms via a by-district electoral system.

Lodi is a complex, full-service city operation that includes a power utility; Hutchins Street Square, a stunning 90,000 square foot performing arts, conference, and community center; and Lodi Lake, a self-contained recreational enterprise including a 58 acre nature area; along with other municipal services including police, fire, public works, and utilities (streets, transportation, water, and wastewater), community development and leisure/social services. Lodi has a dedicated workforce that is approved for 473 full-time employees with a FY 2026-27 all funds budget of over \$206 million, which includes a General Fund budget of more than \$96 million.

The City Clerk's Office

The City Clerk's Office is committed and dedicated to serving the City Council, various city departments and residents of the community pursuant to state statute in an efficient, courteous, and professional manner. The office is responsible for legislative and agenda management processes, records management, Boards and Commissions, and Elections and Financial Disclosures. The City Clerk's Office publishes City Council meeting agendas, prepares and maintains agendas, agenda packets, minutes, resolutions, ordinances, Council Communications, and legal notices pursuant to law.

The City Clerk's Office provides its service through a FY 2027 budget of \$804,200, and three employees, including the City Clerk, Assistant City Clerk, and an Administrative Clerk.





The Position

The City Clerk will be a direct report to the City Manager, a recent change designed to improve organizational efficiency. The position functions are largely mandated by law (Brown Act compliance, Public Records Act, Lodi Municipal Code management) and is positioned between the governing body and the community. Key responsibilities of the City Clerk include:

- Works closely with the City Manager, City Council, department heads and other public and private entities in providing information and services.
- Providing administrative support to City Council Members, as assigned. Including travel and training arrangements, typical administrative functions such as calendaring, appointments and events.
- Plans, organizes, coordinates and directs the work of the City Clerk's department; prepares and administers the department's budget; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Administering the General Municipal Election every two years and any special elections. Receives and processes initiatives and referendum petitions.
- As the Custodian of Records, overseeing the citywide records management program, records preservation, and destruction; setting and ensuring legally compliant retention schedules for City records; and generally bearing the responsibility for all matters relating to public records. Serves as the custodian of the City seal.
- Attends City Council meetings and is responsible for the documentation, maintenance, and dissemination of council actions including minutes, ordinances, resolutions and contracts.
- Serves as the City's Filing Officer enforcing regulations of the Fair Political Practices Commission pertaining to campaign financing, campaign disclosure statements and conflict of interest forms.
- Represents the City in meetings with representatives of government agencies, business, professional and community agencies and the public.
- Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements.
- Serves as the back-up for the Public Information Officer.

Ideal Candidate

The ideal candidate for the position of City Clerk will bring knowledge and experience that aids staff in meeting the needs of a growing, evolving community. The most attractive candidates will possess certain traits and experiences that will lead to success:

- Experience with the principles and practices of department management, including management of staff administrative tasks including goal setting, program development, and implementation.
- Ability to plan, organize, assign, direct, review and evaluate departmental staff and activities.
- Analyze and interpret complex legal documents and contracts and administrative procedures and regulations.
- Prepare clear, concise and complete general meeting minutes, documentation, and other reports and correspondence.
- Plan, organize and coordinate effective municipal elections.
- Prepare and present organized and accurate oral reports.
- Exercise sound, independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with City departments, City Council, other public, private entities and resident groups and the public.
- Must be willing to attend meetings outside of normal working hours.





Minimum Qualifications

The minimum qualifications establish the education, training, experience, special skills and/or license(s) required for employment in this classification.

Education: A Bachelor's degree from an accredited college or university in Public Administration or a related field.

Experience: Three years of progressively responsible administrative experience.

Substitution: Additional responsible administrative experience with a municipal agency may be substituted for the required education on a year for year basis up to a maximum of two years of college education.

Desired Qualification: A Certified Municipal Clerk designation.

***FLSA Status:** Exempt

Salary & Benefits

The salary for the City Clerk is set at **\$162,842**. In addition, an excellent benefit package is provided as outlined below. Key benefits include:

Retirement: Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2% @ 55 formula, while PEPRA members are 2% @ 62.

Deferred Compensation: The City matches up to 3% of the employee's base salary.

Health Benefits:

- **Medical:** The City offers health insurance for employees and dependents through CalPERS. The City contributions are \$1,051.97 per month for the employee only, \$2,103.95 for the employee plus one dependent, and \$2,735.14 per month for the employee and family.
- **Dental:** The City currently pays 100% of the family premium. Maximum dental benefits are \$1,250 for each family member enrolled per calendar year with a \$25 deductible. Orthodontia benefits are also provided with a lifetime cap of \$1,250 for each family member covered under the plan.
- **Vision:** City pays 100% of Vision Service Plan (VSP) for employees and eligible dependents.

Vacation: Vacation accrual rate is 3.08 hours per pay period from the date of hire through the first five years of employment. The accrual rate escalates approximately every five years until it reaches the ceiling of 6.16 hours per pay period in year fifteen.

Holidays/Sick Leave:

- 10 1/2 paid holidays per year, plus 36 floating holiday hours of choice.
- Sick Leave is accrued at the rate of 3.70 hours per pay period with no limit on the number of hours that can be accumulated.

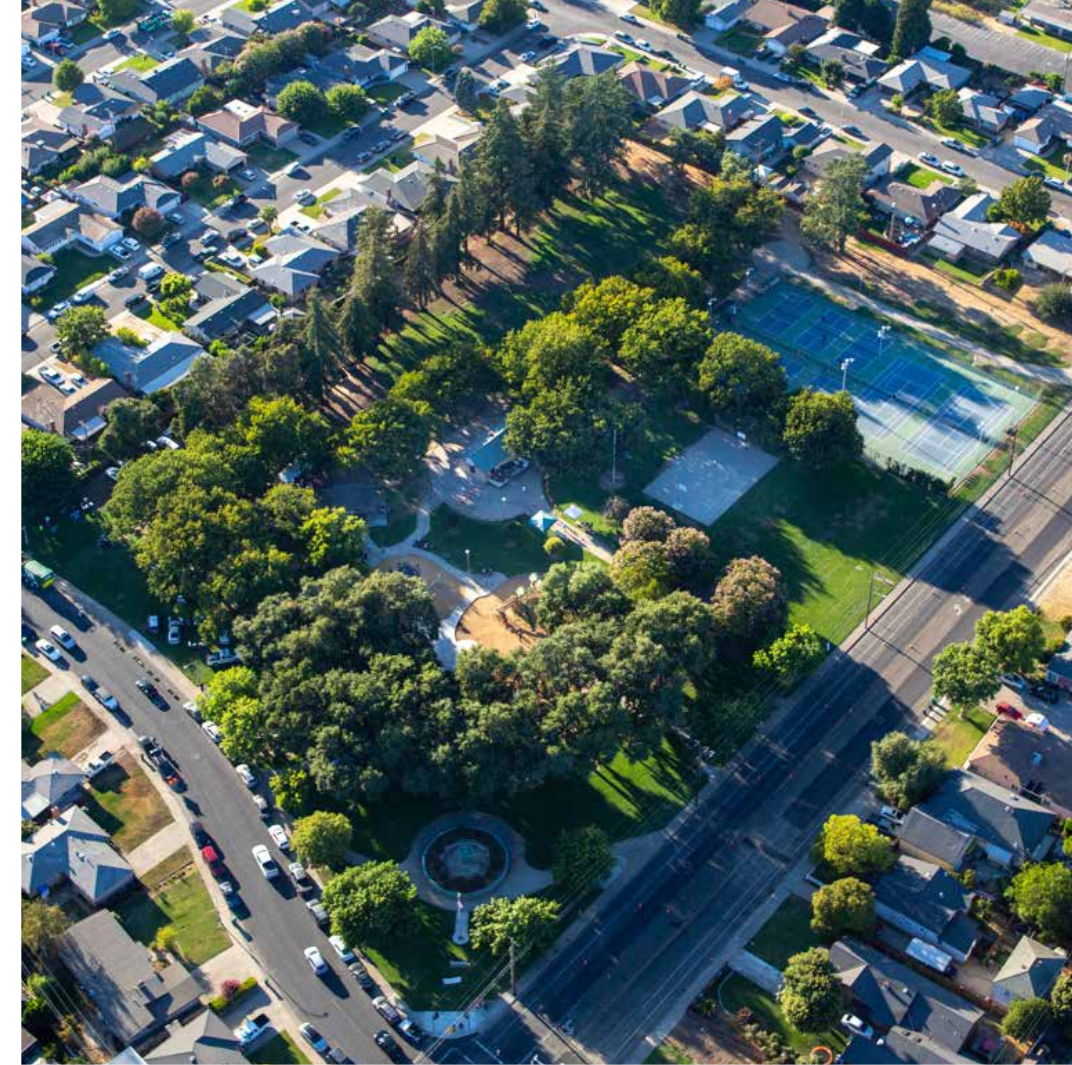
Administrative Leave: Employees receive 80 hours per calendar year. Cash out options are available.

Life Insurance: Provided at two times the annual salary amount, up to a maximum of \$250,000.

Cell Phone: City issued cell phone.

City Clerk's Office Hours: 9/80 Work Schedule: Monday – Thursday 7:30 am – 5:30 pm; Friday 8:00 am – 5:00 pm, with every other Friday off.

Hours of Work: The City Clerk is an exempt employee who does not accrue compensatory time off and is expected to engage in those hours of work which are necessary to fulfill the obligations of the position. The City Clerk does not have set hours of work as is expected to be available at all times. It is recognized the City Clerk must devote a great deal of time outside "office hours" to the business of the City. Therefore, the schedule of work each day and week shall vary in accordance with the work required to be performed. The City Clerk has discretion as to his/her work schedule.





Application & Selection Process

Interested candidates should apply no later than **Monday, September 21, 2026**. Submit a comprehensive résumé and compelling cover letter online at:

www.mosaicpublic.com/careers

This is a confidential selection process. References will not be contacted until mutual interest has been established.

Confidential inquiries are welcomed to:

Dennis Osborn | Dennis@mosaicpublic.com | (916) 581-1440

The City of Lodi is an Equal Opportunity Employer.

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