



  
**ALLIANCE**  
RESOURCE CONSULTING LLC

**City Clerk**  
**City of Newport Beach, CA**



# The Community

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. It is located in the coastal center of Orange County, with Los Angeles County to the north and San Diego County to the south. Newport Beach surrounds Newport Bay, well known for its picturesque islands and one of the greatest recreational harbors in the world, accommodating approximately 4,300 recreational and sports charter boats docked within its 21-square-mile harbor. The bay and the ten miles of ocean beach offer outstanding fishing, swimming, surfing, and aquatic sports activities.

The City has a permanent population of 82,419, which typically grows to well over 100,000 during the summer months, including 20,000 to 100,000 or more tourists daily. There are fine residential areas, modern shopping facilities, and a quality school system. Public elementary and secondary education is provided by the Newport-Mesa Unified School District and the Laguna Beach Unified School District. The University of California, Irvine, is located immediately adjacent to the city, and several other colleges are within a 30-mile-radius.

# The City

Newport Beach was incorporated September 1, 1906. The City Charter was originally adopted in 1954 and has been updated and amended over time. The City operates under a Council-Manager form of government. Council Members are elected by district but voted on by the population as a whole and serve four-year staggered terms. The governing council consists of the Mayor and six other members and is responsible for, among other things, policymaking, passing local ordinances, adopting the budget, appointing committees, and hiring the City Manager, City Attorney, and City Clerk.

The City of Newport Beach is a full-service city, providing its residents and visitors with high quality municipal services, a desirable place to live, work, recreate, and visit, with a focus on public safety. The FY 2024-25 Operating Budget is \$440.5 million and the capital budget totals \$54.3 million with 775 full-time employees and 146 part-time employees.

Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$65 million and a AAA credit rating by Moody's and Fitch.

# The Office of the City Clerk

The City Clerk is the local official for elections, local legislation, the Public Records Act, the Political Reform Act, and the Brown Act (open meeting laws). Before and after the City Council takes action, the City Clerk ensures that actions are in compliance with all federal, state and local statutes and regulations and that all actions are properly executed, recorded and archived.

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The City Clerk has three direct reports, and serves as the liaison between the public and City Council and provides related municipal services.



# The Opportunity

The City Clerk serves as one of three appointed positions reporting directly to the City Council. The City Clerk plans, directs and reviews the activities, operations and financial aspects of the City Clerk's Office to ensure achievement of high standards of service and efficiency; serves as the principal resource to the City and the City Council relating to the execution of municipal elections, referendums, initiatives and the like; manage compliance with Fair Political Practices Commission (FPPC) regulations and reporting; provide highly accurate and effective stewardship of City records, bids and contracts; assures accurate and timely administration of City Council meetings, minutes and notices; maintains professional and effective inter-departmental relations and support; supervises timely processing of Public Records Act requests; and performs such other duties as directed by the City Council.

## The Ideal Candidate

The ideal City Clerk will be a dedicated municipal professional with a strong commitment to customer service, who brings a fresh perspective and a keen ability to identify and implement process improvements, while also valuing the City's rich history and organizational culture.

Key focus areas for the City Clerk will include: supporting and working closely with the City Council, ensuring prompt responses to public records requests, maintaining collaboration between the City Clerk's Office and the City Manager's Office, and streamlining communication processes for timeliness. The City Clerk will also ensure that there is adequate staffing for the numerous City boards and commissions. A forward-thinking approach to leveraging technology will be essential—particularly in enhancing records management systems, improving the accuracy and accessibility of meeting minutes, and increasing overall operational efficiency.

Lastly, the ideal candidate will be professional, diplomatic and a strong self-starter.

---

## Education, Experience and Certifications

---

The following are desired minimum levels of achievement for the position; although, the City reserves the right to value special strength or achievement in any requirement as an offsetting factor in relation to a shortfall in another requirement:

- ▶ **Education:** A bachelor's degree in public administration, records management, public policy or a related field from an accredited college or university, or equivalent educational achievement in another discipline.
- ▶ **Experience:** Seven years of municipal city clerk management experience, preferably with at least two years in a senior supervisory or lead capacity.
- ▶ **License/Certificate:** Due to the performance of some field duties which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record may be required. Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks.

## Compensation

The annual salary for this position is \$127,614 to \$191,407 and will be dependent upon the qualifications and experience of the selected candidate. This position is included in the Key and Management Employees (K&M) compensation plan. Total employee contributions towards retirement and benefits are a minimum of 17.17%. Please review below for a list of compensation and benefits.

- ▶ **Retirement:** California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic tier II employees who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% @ 60 formula. Employees new to the City and CalPERS, and who do not belong to a reciprocal agency of CalPERS, will receive the tier III formula of 2% @ 62. Employees are required to contribute 11.5% of pensionable income towards their retirement benefit. Member contributions increase to 13% effective January 2026.
- ▶ **LIUNA Supplemental Retirement:** Employees contribute 3.22% of salary for this benefit through a pre-tax payroll deduction. Participation is mandatory.
- ▶ **Medicare:** Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary. Enrollment and deduction amounts are subject to change based on negotiated terms and additional laws.

- ▶ **Retiree Medical Benefit:** Employees are required to contribute 1% of salary for this benefit through pre-tax payroll deduction. Vesting occurs after five years of full-time service, and City paid contributions based on age and years of service begin. Account funds may be used after separation from the City for reimbursement of eligible medical expenses.
- ▶ **Disability Insurance:** Up to 66.67% of covered wages up to a maximum benefit of \$1,846 weekly for short-term disability after a 30-calendar day waiting period and \$15,000 monthly for long-term disability after 180 calendar day waiting period.
- ▶ **Cafeteria Plan:** The City offers a variety of CalPERS PPO and HMO medical plans, Delta PPO and HMO dental plans and VSP vision plans. A monthly cafeteria allowance of \$1,725 is provided to purchase medical, dental and vision insurance (plus an additional \$158 monthly contribution if participating in a medical plan). If electing medical coverage and spend less than the City contribution, there shall be no cash back provided. Those wishing to opt out of medical coverage receive an opt- out allowance of \$500 per month upon submission of proof of alternate group medical insurance coverage.
- ▶ **Technology Allowance:** \$80 monthly smart phone and equipment stipend.
- ▶ **Executive Management Physical:** Up to \$1,000 per year
- ▶ **Automobile Allowance:** \$400 per month
- ▶ **Flexible Spending Account:** Optional. Pre-tax for medical and dependent care.
- ▶ **Section 457 Deferred Compensation Plan with Roth option:** Optional participation. No City matching.
- ▶ **401(a) Defined Contribution Plan:** The City shall contribute a total of 2% of base salary to a defined contribution plan account on a pre-tax basis.
- ▶ **Life Insurance:** City paid policy up to \$50,000 in coverage based on annual salary. Supplemental life insurance is available at the employee's expense and payroll deductions are made on a post-tax basis. Maximum supplemental life insurance coverage is \$500,000.
- ▶ **Employee Assistance Program:** City-paid benefit which provides confidential counseling on work and life issues.
- ▶ **Flex Leave:** This is a combination of sick and vacation leave which is earned at a rate of 8.77 hours per pay period (228 hours per year), with a maximum of 9.69 hours per pay period (252 hours per year) based on years of City service.
- ▶ **Administrative Leave:** Up to 80 hours per calendar year at the discretion of the City Manager. This leave has no cash value and does not carry over from one calendar year to the next.
- ▶ **Schedule:** This is an in-person position with an optional 9/80 work schedule with alternating Fridays off.
- ▶ **Telecommuting:** Employees receive 80 hours of telecommuting hours per year.
- ▶ **Office Attire:** Business casual or jeans paired with a City provided polo shirt.
- ▶ **Holidays:** Equivalent to 12 paid holidays per year which includes one floating holiday.

For more information, please visit the links below:

- ▶ [Key & Management Compensation Plan](#)
- ▶ [Key & Management Benefits Summary](#)

## How to Apply

Please apply **online** by **June 2, 2025** at [www.allianceRC.com](http://www.allianceRC.com). The City is aiming to hold in-person first-round interviews on **June 18, 2025**. For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda  
Office: (562) 901-0769 x331  
E-mail: [suyeda@alliancerc.com](mailto:suyeda@alliancerc.com)

Wesley Herman  
Office: (562) 901-0769 x337  
E-mail: [wherman@alliancerc.com](mailto:wherman@alliancerc.com)

### Alliance Resource Consulting LLC

LinkedIn: <https://www.linkedin.com/company/alliance-resource-consulting>

*An Equal Opportunity/ADA Employer*