



Northern California City Clerks Association (NCCCA) Division/Business Meeting Friday, September 19, 2008

- HOST CITY:** City of Santa Clara
- WHEN:** Friday, September 19, 2008
- WHERE:** Santa Clara Convention Center – Great America Ballroom
5001 Great America Parkway, Santa Clara, CA 95054
(408) 748-7000 www.santaclaracalifornia.org/conventioncenter
(Please refer to www.mapquest.com for driving directions)
- BOARD MEETING:** 8:00 a.m. – 8:45 a.m.
- REGISTRATION:** 8:30 am – Continental Breakfast: Freshly Baked Bagels with Cream Cheese, Whole Fresh Fruit, Iced Tea and Coffee
- PROGRAM:** 9:00 a.m. – 12:00 p.m.
“The Professional Progression of the City Clerk – Advancing to the Next Level” – a three-tiered presentation by:
- Santa Clara City Manager Jennifer Sparacino
 - Walnut Creek Human Resources Manager Sally Rice
 - San Jose City Clerk Lee Price
- IIMC Certification Credits – are pending approval
(.5 points CMC/ MMC; 3 hours recertification)
- BUSINESS MEETING:** 12:00 p.m. – 12:30 p.m. – swearing in of new officers
- LUNCHEON:** 12:30 p.m. – 1:30 p.m. – Boxed Lunch: Roasted Turkey Breast on Wheat with Sun Dried Cranberry Cream Cheese, Couscous with Roasted Tomatoes, Basil and Butternut Squash Salad and Whole Fresh Fruit
- DEADLINE:** Friday, September 12, 2008. No cancellations after that date. Note that reservations made and not canceled will be billed.

(Detach and mail portion below with your check for \$40 made payable to NCCCA)

- I will attend the NCCCA meeting and luncheon. Enclosed is my check for \$40.
- I will attend the NCCCA meeting but will not eat lunch. Enclosed is my check for \$25.
- I will attend the meeting and will pay at the door: *(circle one)* \$40 to include lunch **OR** \$25 for the meeting only.

Name/Title: _____

City: _____

Email: _____

Mail to: Patrice M. Olds
City Clerk
City of Walnut Creek
P.O. Box 8039
Walnut Creek, CA. 94596
(925) 943-5818
email: olds@walnut-creek.org

- New City Clerk First Meeting

Please see attached flyer for program details



NCCCA Program
Friday, September 19, 2008

“The Professional Progression of the City Clerk – Advancing to the Next Level”

This three-tiered program will discuss the progression and steps necessary for City Clerks to increase the stature and respect of the clerk profession within their organization and also identify for themselves what they can do to improve how they are perceived in order to advance to the next career level.

- *Are there career opportunities for clerks beyond the traditional role they hold?*
- *How do you assess if you have what it takes to be a department head?*
- *How do you make that jump and sell it to your City?*
- *What’s holding you back?*
- *If you are a department head now, are you viewed in the same light as your peers?*

Hear advice for Clerks from three experts who know Clerks well:

- 1) ***the City Manager*** (the purse holder) on what clerks need and city managers want to see in order to advance the clerk;
- 2) ***the Human Resources Manager*** on how clerks may be undermining themselves in both overt and subtle ways and how to overcome it if they are; and
- 3) ***the City Clerk*** who will share what worked and what didn’t as she climbed the ladder of success to Department Head for a large city.

More detailed information follows: (each speaker will present individually for 45 minutes and will wrap up with 15 minutes of Q & A):

- ***Santa Clara City Manager Jennifer Sparacino*** will discuss earning and maintaining the respect of your City Manager from the City Manager’s perspective. She will address how Clerks are viewed and outline concerns that hold Clerks back. She will discuss the Clerk’s placement in the organization; constraints of the role in inclusion with roles outside the traditional scope of responsibilities; what City Managers want and need to see in order to support Clerks for next level advancement. Honest talk about what real avenues there are for Clerks in city organizations. She’ll provide some strategies for making yourself more valuable to the organization.
- ***Walnut Creek Human Resources Manager Sally Rice*** will provide straight talk for overcoming ways in which Clerks may undermine themselves in their bid for career advancement. Do you soft peddle your accomplishments in performance reviews? How do you frame a conversation with your City Manager to ask to be considered for a project or position outside your scope of responsibilities? Does the way you dress, present yourself, write, speak or interact lend or lose credibility for your role in the organization and for yourself. From an HR perspective to advance up the career ladder, do you need to change agencies? Tips on making the case for aligning your salary with your responsibilities.
- ***San Jose City Clerk Lee Price*** will share her personal career story along with the trials and tribulations she had to overcome to reach her current role. She’s been an elected and appointed Clerk, worked in small and large cities, and has paid her dues along the way. She will offer advice on what she would have done differently and what methods were effective for her as she moved up the ladder. And, she’ll answer that nagging question – was it worth it?