



Burbank Sanitary District

20863 Stevens Creek Blvd., Suite 100

Cupertino, CA 95014

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www.burbanksanitary.org

"Serving the Burbank Community since 1940"

NOTICE OF VACANCY FOR DISTRICT CLERK POSITION

NOTICE IS HEREBY GIVEN that a vacancy exists for the District Clerk of the Burbank Sanitary District.

Those interested in being considered for appointment to the office should file an application letter with the District on or before **5:00 P.M., September 30, 2020**, setting forth their name, address, expression of intent in being appointed to the position, relevant personal and professional background and qualifications for the position.

The duties and responsibilities of the District Clerk shall include the following:

- To assist the Board of Directors with record keeping.
- To attend meetings of the Board of Directors, including closed sessions pursuant to California Government Code Section 54950 et seq., and keep an accurate record of the proceedings of the District.
- To keep a book marked "Ordinances" and record in it all District ordinances with a certificate annexed to each stating: It is a true and correct copy of a District ordinance; the ordinance number; it has been published or posted pursuant to law.

The District Clerk shall take the oath of office provided for in the Constitution of the State of California. The District Clerk will be an employee of the District and be compensated for services to the District on a per meeting basis at the same rate as the Board members.

The District shall interview appropriate candidates, if available, at its regular meeting on Tuesday, October 20, 2020 via teleconferencing or as convenient.

Dated: 9-1-2020

Burbank Sanitary District

Benjamin T. Porter PE
District Manager

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