



# City of Palm Springs

Office of the City Clerk

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## NOTICE OF RECRUITMENT

NOTICE IS HEREBY GIVEN that the City of Palm Springs is now accepting applications to be considered for appointment to fill a vacancy on the following commission:

### ADMINISTRATIVE APPEALS BOARD

One Vacancy effective 11/15/2018 with term ending 6/30/2019

**Administrative Appeals Board:** A five-member board whose members meet on call as needed. This board was established to hear appeals on actions taken by an administrative officer or administrative agency of the city relating to ministerial enforcement of the provisions of the Municipal Code.

Applicants must be residents and registered voters, of the City of Palm Springs; and may not be an employee or have a current application for employment with the City of Palm Springs. In order to apply, you must have attended a board/commission meeting in-person, you may apply for up to two commissions/boards; however, you may only serve on one. The City Council is looking for candidates who demonstrate that, by their background, experience and education, they will be enthusiastic and knowledgeable commissioners who will exercise sound judgment. Other factors in the selection process include whether the candidates reflect the social, ethnic and cultural diversity of the City and of the Commission or Board membership, they are seeking.

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The City of Palm Springs has approximately 18 Boards and Commissions. All appointments are made by the City Council. Generally, a City Council subcommittee will screen applications and conduct interviews. The City Council subcommittee makes recommendations to the entire City Council, who makes final appointments, usually at their last meeting in June. Full terms are for three (3) years. Persons appointed to a board or commission may be re-appointed for up to one additional full term, not to exceed a total of seven years of service on such board or commission; such reappointments shall not be construed as automatic, and applicants must go through the same process for re-appointment as all other applicants who are seeking initial appointment.

Applications may be obtained at the Office of the City Clerk, 3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262 or on the City's website, [www.palmspringsca.gov](http://www.palmspringsca.gov).

  
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Anthony J. Mejia, MMC, City Clerk

Dated: October 11, 2018