



City of Palm Springs

Office of the City Clerk

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Notice of Recruitment Administrative Appeals Board

NOTICE IS HEREBY GIVEN that the City of Palm Springs is now accepting applications to be considered for appointment to fill the following vacancies on the **Administrative Appeals Board**:

- One (1) Unscheduled Vacancy** – term ending June 30, 2028; and
- One (1) Unscheduled Alternate Vacancy** – term ending June 30, 2026.

Administrative Appeals Board: A five-member (5) board, with two (2) alternates, whose members meet on every third Wednesday of the Month at 2:00PM. 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 shall either reside, work, or go to school within the City of Palm Springs. For purposes of this requirement, “work” may consist of employment at a physical location within the City or an ownership interest of least 20% of a business that is physically located within the City. Applicants may not be an employee or have a current application pending for employment with the City of Palm Springs. Applicants under the age of 18 will be considered. Ideal candidates are those who demonstrate by their background, experience, and education that they will be enthusiastic and knowledgeable committee members 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 to which they are applying.

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 term appointments 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 (7) 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.

Brenda Pree, MMC, CERA, City Clerk

Dated: October 27, 2025