



CITY OF MANTECA

Office of the City Manager

MEDIA RELEASE

FOR IMMEDIATE RELEASE

February 7, 2024

CASSANDRA CANDINI-TILTON IS THE MANTECA CITY DIRECTOR OF LEGISLATIVE SERVICES/CITY CLERK

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Cassandra Candini-Tilton is the Director of Legislative Services and City Clerk for the City of Manteca. “I am committed to customer service and ensuring the smooth functioning of the City Clerk’s office as an integral part of the City’s organizational framework.”

Manteca, CA — [Cassandra Candini-Tilton](#) joined the Finance Department of the City of Manteca in October 2014. After a year, she transferred to the City Clerk’s office as the Deputy City Clerk. Due to her hard work and dedication, she was promoted to Assistant City Clerk in June 2019. On February 1, 2021, Candini-Tilton was appointed the City’s Director of Legislative Services/City Clerk.

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Candini-Tilton is a Manteca native. “Manteca is my hometown,” she explains, “and the opportunity to work within the City where I was born and raised held great significance for me. I wanted to contribute not only by leveraging my professional skills but also, by providing a unique perspective shaped by my intimate knowledge of the community”.

“The privilege of collaborating with a team of exceptionally dedicated and hardworking people, day in and day out, is what I like best about working for the City. My colleagues’ work ethic and commitment are inspiring, and so are the responsiveness and *can-do* spirit of other City departments, like Police and Fire,” she continued.

A typical day for Candini-Tilton varies day-by-day which includes administering democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. Candini-Tilton is the compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.” Legal matters requiring Candini-Tilton’s attention include accepting subpoenas and lawsuits for the City.

As the Director of Legislative Services, she is heavily involved in preparations for the upcoming 2024 elections. Candini-Tilton also oversees the organizing of the 2024 Youth and Government Day event

Her additional responsibilities include working daily with the Mayor and City Council along with Department Directors. Other typical department functions include overseeing the City’s construction bidding process, recruiting board and commission members, coordinating proclamations and certificates, organizing ceremonial events, and administering the oath of office to new employees.

As City Clerk, she handles the filings for the Fair Political Practices Commission, overseeing Conflict of Interest and Campaign Disclosures, while also facilitating personnel ethics training requirements, as required by California law [AB 1234](#).

“I am committed to customer service and ensuring the smooth functioning of the City Clerk’s office as an integral part of the City’s organizational framework,” she stated.

Candini-Tilton is an active member of [Soroptimist International of Manteca](#) and serves on the Membership and Mentoring Committee of the [International Institute of Municipal Clerks](#).

She represents Region 3 (Central Valley) for the [City Clerks Association of California](#) as the regional representative on the Association’s Regional Committee.

In policy and community services, she serves as the City Clerk Appointee of the League of California Cities Policy Committee–Community Service. “This enables me to participate in meaningful discussions and decisions that shape policies impacting our region and City.

“I am committed to professional development, bettering our community, and actively participating in the growth of our region,” said Candini-Tilton.

[About the City of Manteca](#)

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Manteca is a full-service City with police, fire, public works, water, trash and sewer services. For more information, call the City Manager's office at (209) 456-8000, email: Feedback@manteca.gov, or go to Manteca.gov.

Incorporated in 1918, Manteca has a diverse population of 88,772. Manteca grew at 24.4% from 2010-2020 and continues to grow at an accelerated pace. The City has 28,454 households with a median home price of \$500,017. The median annual household income is \$118,814.

CONTACT

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