



May 2007
FLSA: EXEMPT

JOB DESCRIPTION

TOWN CLERK

DEFINITION

The individual in this position is appointed and works at the pleasure of the Town Council. Under administrative direction of the Town Manager, the Town Clerk plans, organizes, and provides direction and oversight to and participates in all Town Clerk functions and activities, including the custody, access, and archiving of public records, public information, filing officer services, election services, and the legislative function; provides complex assistance to Town management staff and the Town Council in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises general supervision over assigned administrative support staff.

CLASS CHARACTERISTICS

This is a department head classification that directs and participates in all activities of the Town Clerk's office, including serving as the Town's official record custodian and coordinating election activities. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials that relate to the Town Clerk function. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the office; prepares and administers the budget for the office.
- Plans, organizes, administers, reviews, and evaluates the work of staff.
- Provides for the selection and training of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Contributes to the overall quality of the office's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs.

- Serves as the official record keeper of the Town, providing for the preparation, indexing, and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, bids, franchise agreements, codes, deeds, easements, bonds, historic records, and related documents.
- Responds to inquiries regarding public records, the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect public records of the Town is upheld; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act; provides assistance to the public by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access; ensures timely response to all requests and communicates in writing in cases of unusual requests that may cause delays in obtaining all requested information.
- Provides Brown Act training and support to elected and appointed officials and staff.
- Attends Town Council and related meetings; serves as Secretary to the Town Council, including preparing agendas and public notices, providing, recording, and transcribing minutes of the proceedings; administers video-taping and broadcasting of the Town Council meetings; and maintains responsibility for use of the Council Chambers, including coordinating with outside vendors.
- Follows up on Council actions; attests, publishes, and posts ordinances and resolutions, executes legal contracts, oversees the recording of documents, and prepares follow-up correspondence.
- Administers processing of board, commission, and committee appointments.
- Administers Town elections for candidates, Town ballot measures, and initiatives, referendums, and recalls, including preparing candidate guidelines, administering the candidacy and nomination process, providing information to candidates regarding procedural and disclosure requirements, publishing election notices and results within legal guidelines, certifying canvass of returns, and processing campaign expenditure forms.
- Maintains the Town's Municipal Code by tracking ordinances and providing for their publication and distribution; administers up-dates of the Municipal Code.
- Plans, oversees, and coordinates the processing of claims, subpoenas, and summons against the Town; delegates the gathering of necessary information; interacts with other Town staff, the Town Attorney, and insurance representatives regarding claims.
- Plans, develops, and administers the Town's records management program, including providing for the safekeeping of critical records and historic documents of the Town through document imaging, recording with other agencies, and records retention scheduling and disposal.
- Oversees and maintains the Town website pages related to the functional area of assignment, including posting of agendas, minutes, various reports and general informational materials.
- Acts as a liaison to the Town Council, staff, other agencies and officials, and the general public.
- Notarizes documents for Town business and the general public.
- Administers the oath of office.
- Administers, coordinates, and implements Filing Officer services pursuant to the Political Reform Act, including Statements of Economic Interests, Campaign Statements, and Conflict of Interest code; ensures that all notifications and conflict of interest forms are maintained and kept up-to-date.
- Manages the Town's passport acceptance functions.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Monitors changes in laws, regulations, and technology that may affect office operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Principles and practices of budget development, administration, and accountability.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the Town Clerk function.
- Functions, authority, responsibilities, and limitations of an elected Town Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices related to parliamentary procedure and conflict of interest.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, schedule, assign, review, and evaluate the work of staff.
- Train staff in work procedures.
- Meet all legal requirements of the function in a timely and effective manner.
- Oversee and coordinate maintenance of the official records of the Town.
- Prepare official minutes, resolutions, and ordinances.
- Coordinate municipal elections within legal guidelines.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear, accurate, and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with Town policies and procedures, complex laws, codes, regulations and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the Town Clerks' office and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college with major coursework in business or public administration, political studies, communications, or a related field, and five (5) years of experience in municipal government, preferably with a Town or City Clerk's Office, including two (2) years of supervisory experience.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- License as a Notary Public highly desirable.
- Certification as a Certified Municipal Clerk is required within a timeframe specified by the Town.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Is required to attend off-hour and evening meetings.

SALARY RANGE

\$7,783 to \$10,997 Monthly