



TOWN CLERK

Department: **Town Clerk** Class Code: **31**
Reports to: **Town Manager** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, performs various administrative services in support of the Town Manager, Town Council and constituents.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administers all business transacted by the Town Council; prepares meetings; maintains meeting agendas; reviews and compiles all agenda items; prepares agenda reports for department activities, as well as the Mayor and Council, agendas, agenda packets and meeting minutes; administers the Town's compliance of the Open Meeting laws.
- Administers the membership of all public bodies appointed by the Town Council; recruits applicants for appointment to public bodies; prepares meetings for review and applicant interviews; administers the Open Meeting Law to ensure compliance; provides direct support to assigned public bodies; directs staff providing support to other public bodies.
- Administers all election-related services in accordance with local, state and federal laws, including regular and special elections, initiatives, referendums, recalls and campaign finance reporting; provides support to the County for county, state, federal and special district elections.
- Administers the records retention program; maintains inactive records; manages permanent records archiving; develops records policies and upholds State records policies; assists with implementation and management of electronic document management system; manages public records requests; performs local legislative research for staff and/or other agencies.
- Provides managerial services; manages projects; trains department staff members; trains other staff members on various topics; educates staff members and the public regarding various laws, procedures and practices; responds to inquiries and research requests from staff, the public and external agencies.
- Processes and maintains records approved by the Town Council, including filing, archiving, legal publishing and recording; directs staff in the execution of these activities.
- Administers the department budget; directs staff support of the Town Council budget.
- Provides support services to both internal and external customers; administers and provides notary services; provides back up services for the liquor licensing application process; processes and maintains updates to the Town Code, Tax Code, and Unified Development Ordinance; maintains a legislative history for the Town Code and Tax Code; administers and maintains bankruptcy notices; maintains various web pages associated with the Clerk's Office; maintains the Town fee schedule; provides public relations information.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

JOB DESCRIPTION

Town Clerk

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public administration or a closely related field and five years of experience as a Municipal Clerk, including two years of experience in project management, public relations, administration and organizational management, or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Certified Municipal Clerk.

Certified Election Official.

Arizona Notary Commission.

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of public administration.
- Municipal government.
- Legal powers and the duties of town officials.
- Local, county, state and federal election and campaign finance laws and practices.
- Records management principles, practices and techniques.
- State laws regarding open meetings, public records and records management.
- State laws regarding liquor licensing, business licensing and notary.
- Code codification procedures, parliamentary procedures, municipal publishing and notification requirements, process for adopting local laws, government budgeting and financial management and procurement procedures.
- Uses and applications of personal computers, presentation equipment, and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 35 pounds.

JOB DESCRIPTION

Town Clerk

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	07/2019			31	Exempt	

APPROVED: Human Resources _____

DATE: 08/21/2019 _____