



Assistant Town Clerk

SUMMARY

Under general supervision, assists the Town Clerk in managing the operations of the Town Clerk's Office; organizes and supervises the work of staff; develops, coordinates, and administers the Town's records management program; serves as acting Town Clerk in the Town Clerk's absence; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Government Services. May supervise other professional, technical and administrative support staff as assigned.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. 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. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists in establishing and implementing departmental goals, programs policies and administrative procedures; makes recommendations for budget allocations.
- Administers the compilation of the Town Council agenda on behalf of the Town Clerk; examines agenda submittals to ensure compliance with Brown Act and suggests revisions; ensures agenda packets are distributed to the Town Council, Committee members, Town Manager, Town departments and general public in a complete and timely manner.
- Attends meetings as required; Compiles original documents, transmittal letters, affidavits and exhibits from Town Council Meeting agenda items; prepares meeting minutes; processes actions resulting from meetings.
- Oversees and participates in the drafting of ordinances and resolutions; ensures proper distribution and recording of ordinances, resolutions, agreements, and deeds.
- Assists the Town Clerk in organizing and administering the filing of Statement of Economic Interest and Campaign Statements for elected and appointed Town officials and employees; examine and verify nomination papers from candidates.
- Develops and maintains up-to-date procedures for filing Statement of Economic Interest and campaign financing statements and reporting; notifies affected parties of FPPC requirements and deadlines; answers questions regarding filing issues from Town management, candidates, the media, and the public; indexes, reviews and verifies filings to ensure they are complete and in compliance with specified requirements.
- Researches Government Code and monitors document handling practices by Recorder's Office for compliance with state requirements governing documents that are to be provided to requesting parties without an imposed processing fee.

- Records documents with the County Recorders; supervises the release of bonds and evaluates information for completeness and accuracy.
- Assists with the supervision of the Town's record archiving, retention, and destruction program; receives, assigns, and processes public records requests.
- Researches and prepares reports for review by the Town Clerk and Town Council; conducts analyses, completes surveys, composes correspondence, and prepares and maintains administrative procedures, committee rosters, logs and listings.
- 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.
- Acts on behalf of the Town Clerk and manages the operations of the Town Clerk's office in the absence of this position.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the class series that is responsible for assisting the Town Clerk with the day-to-day management of the Town Clerk's Office, performing the more difficult and complex duties, and will act in the absence of the Town Clerk.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, or a closely related field of study, and five (5) years of experience in municipal government. A Certified Municipal Clerk or Master Municipal Clerk designation is preferred.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- License as a Notary Public highly desirable.

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.
- Meet all legal requirements of the function in a timely and effective manner.
- Prepare official minutes, resolutions, and ordinances.
- Assist in the coordination of municipal elections within legal guidelines.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Research, analyze, and recommend 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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

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.

Is required to attend off-hour and evening meetings.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*