FLSA: Exempt*

Town Clerk

SUMMARY

Under policy direction, the Town Clerk is responsible for the day-to-day operation of the Town Clerk Office which promotes community involvement, awareness, and supports the Town Council, staff, and the citizens of Apple Valley by coordinating the legislative process and administering town elections. Governed by provisions of state, election, and municipal codes, the Town Clerk serves to preserve and protect the legislative history of the Town. The Town Clerk assists the public, elected officials, and the town organization with many important activities, including accurately preparing and processing agendas, and administering the town wide records management program including records storage and destruction. The Town Clerk's Office administers the coordination of town elections, including the filing of Candidate Disclosure Statements and Statements of Economic Interests as required by law.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager or Designee. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, professional, technical, and clerical staff through subordinate levels of supervision.

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:*

- Accepts management responsibility for the Town Clerk Division related activities and services, including fulfilling the statutory responsibilities of Town clerk, municipal elections, legislation, and records management; coordinates activities with other Town officials, departments, outside agencies, organizations, and the public; attends Town Council meetings.
- Develops, implements, and maintains the Town Clerk Division goals, objectives, priorities, policies, procedures, and work plan; ensures that established goals and priorities are achieved.
- Works directly with Town personnel in the development and interpretation of Town and department policies; confers with legal advisors and Town officials regarding management problems.
- Plans, directs, assigns and coordinates the Town Clerk Division work plan through appropriate Division staff; reviews and evaluates work methods, procedures, and service delivery methods for improving organizational performance, enhancing services, and meeting goals; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services; identifies and resolves problems.

- Prepares and manages the Town Clerk Division budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
- Selects, trains, and evaluates personnel; identifies and resolves Town Clerk staff deficiencies; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes, and regulations.
- Serves as the municipal filing officer as provided for by law; records and maintains minutes, ordinances, and resolutions; keeps accurate records of the proceedings of the Town Council; coordinates preparation of Town Council agenda packets, meeting minutes, and calendars; publishes legal notices, hearings, ordinances, and street vacations; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances, and vital records; updates and maintains the Municipal Code and Unified Development Code to reflect actions of the Council; receives, accepts, and processes subpoenas and liability claims.
- Administers oaths or affirmations; certifies authentic Town of municipal corporate documents for public officials, governmental agencies, courts, and the public, including ordinances, resolutions, agreements, deeds, and other official documents.
- Works closely with risk management staff to ensure compliance with Town policy and applicable federal and state laws regarding employee safety and insurance safety programs, processing of personal injury and property damage claims, and Town wide contract administration.
- Ensures compliance with, and advises management and employees regarding, the Brown Act, Election Code, Political Reform Act, and Public Records Act.
- Plans and directs the conduct of municipal elections.
- Provides assistance to the Town Manager, Town Council, and all Town Staff; serves as a technical resource; coordinates pertinent information, resources, and work necessary to support a positive and productive environment; drafts proposed resolutions and ordinances; prepares correspondence, reports, and makes recommendations to the Town Manager.
- Demonstrates a full understanding of applicable laws, policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the public; provides information as is appropriate and resolves public service complaints.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of public administration, elections, financial disclosure, conflicts of interest, Town clerk services, public meetings, public records, legislation, and risk management; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, Town management and staff, and the public.
- Other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an at-will contracted department head level position. Incumbents are expected to independently perform the full range of administrative duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Assistant Town Manager in that the latter has overall responsibility for all functions of multiple departments and for developing, implementing, and interpreting public policy.

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:

Requires a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a closely related field, and five (5) years of progressively responsible experience in a municipal Town or City Clerk's Office, including at least two (2) years of management or supervisory experience. Possession of a Master's degree is highly desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Possession of an International Institute of Municipal Clerks designation as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is desirable.

Knowledge of:

- Modern principles, practices, and techniques of municipal records management and elections.
- Applicable federal, state and local laws, codes, and regulations, including the Brown Act, California Elections Code, Political Reform Act, and the California Public Records Act; public agency risk management requirements and best practices.
- Methods and techniques for records management and report preparation and writing.
- Methods and techniques of scheduling work assignments.
- Methods and techniques of supervision, training, and motivation.
- Basic principles of mathematics.
- Standard office procedures, practices, and equipment.
- Modern office equipment, including a computer and applicable software.
- Proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

- Plan, organize, direct, and perform the duties of the Town Clerk Division
- Develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels.
- Execute the statutory responsibilities of a Town clerk.
- Plan, organize, train, evaluate, and direct work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.

- Meet the public in situations requiring diplomacy and tact.
- Deal constructively with conflict and develop effective resolutions.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing agendas, resolutions and minutes using a computer keyboard. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds, as well as speech sufficient to communicate in group settings without the aid of a microphone, is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**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.*