

DEPUTY TOWN CLERK AND MUNICIPAL INFORMATION OFFICER*

DEFINITION

Under administrative and policy direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Town Clerk's Office, including administration, election management, the legislative function, archiving of public records and public information, and filing officer services; oversees the short- and long-range planning, development, administration and dissemination of the Town's Municipal Information to the public; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the Town Manager and the Town Council; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED

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

CLASS CHARACTERISTICS

This is a professional classification that oversees, directs, and participates in all activities of the Town Clerk's Office, including short- and long-term planning and development and administration of departmental policies, procedures, and services. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing planning and operational goals and objectives, and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL 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.

Town Clerk duties

- Assumes full management responsibility for all programs, services, and activities of the Town Clerk's Office, including administration, public information, election management, and records management.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Town Clerk's Office; establishes, within Town policy, appropriate budget, service, and staffing levels..
- Coordinates Town Clerk's Office activities with those of other departments and outside agencies and organizations; provides staff assistance to the Town Manager and Town Council; prepares and presents staff reports and other necessary correspondence.

**The title "Town Clerk" may be used, at the discretion of the Town Manager, if the incumbent in the position is the elected Town Clerk.*

- Plans, manages, and conducts municipal elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; coordinates, receives, and certifies sufficiency/insufficiency of ballot measures, initiative petitions, arguments,
- rebuttals, referendums, recalls, and impartial analyses; prepares municipal legislation as required; prepares candidate's notebooks and provides necessary information to candidates, committees, and the public.
- Maintains database of all appointed commissioners, committee members and task force members.
- Serves as Filing Officer and Filing Official for the Political Reform Act; manages the Town's disclosure requirements for designated employees, including composing and presenting legislation; ensures all candidates, political committees, elected officials, appointed officers, and designated employees file timely and complete campaign disclosure forms; distributes forms and notifications; conducts required audits; advises and trains candidates, committees, and treasurers on filing requirements; ensures campaign contribution limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
- Oversees the operations of the Town-wide records management program, document imaging system, and records preservation and destruction; ensures legal compliance retention schedules for Town records; researches Town documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Serves as Public Records Coordinator; ensures compliance with 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 any public record of the Town is upheld.
- Serves as the Clerk of the Town Council; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the Town Council.
- Administers the public hearing process for the Town Council, supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Administers and manages a variety of functions in the Town Clerk's Office including ensuring compliance with legal acts, processing, filing, recording, and countersigning, and notarizing various documents and records; attesting all official documents of the Town; receiving and distributing all subpoenas and claims; and preparing State filings.
- Manages the codification and distribution of revisions to the Municipal Code.
- Represents the Town Clerk Office to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect Town or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

Municipal Information Officer duties:

- Supervises and performs complex, professional level community relations and general public information activities; continually develops methods and techniques for accomplishing improved communication between the Town and the general community, special targeted audiences, the media, and other governing entities.

- Prepares and directs the preparation of a variety of written correspondence, Council proclamations and resolutions, and other written materials.
- Assists with review and updating of, the Town's government website; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Advise the Town Manager on information technology policies and procedures, recommend and coordinate technology needs with contracted IT support personnel.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, and practices 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, rules, regulations, ordinances, and organizational policies relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Develop and implement goals, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction to the division and the Town.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the Town.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate office equipment and computer applications related to the work.

- 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, maintain, and foster positive and effective working relationships with those contacted in the course of 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 of Arts degree in public or business administration and seven (7) years of increasingly responsible experience in administrative work, with two years' experience in municipal government desirable. A Bachelor's degree is also desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a Notary Public certification is desirable.
- Possession of, or ability to obtain, a Certified Municipal Clerk certification is desirable.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 up to 25 pounds.

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

Must be willing to work a varied schedule of hours, which may include evenings, and/or weekends.

Date: 11-24-15

Approved: Debra Stutsman
Town Manager