

## TOWN OF PORTOLA VALLEY

### TOWN CLERK

*Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION

To plan, organize, direct, review and participate in all Town Clerk functions and activities including the compilation and distribution of agenda packets for Town Council and committee meetings and the attendance of Town Council meetings; to ensure the preparation of accurate meeting minutes and maintenance of Town documents; to oversee the conduct of elections; to notice, advertise and calendar public hearings; and to maintain and oversee the codification of the Town Municipal Code; and to provide highly responsible administrative support to the Town Administration.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Town Administrator.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement the goals and objectives associated with Town Clerk functions; recommend and administer policies and procedures.

Coordinate Town Clerk activities with those of other departments; provide staff assistance to the Town Administrator, Town Council, and committees.

Direct, oversee and participate in the Town Clerk functions; monitor work flow; review and evaluate work products, methods and procedures.

Direct and participate in the preparation and distribution of agenda packets for Town Council and committee meetings; attend Council meetings; provide for the accurate recording and transcription of minutes of the proceedings; maintain committee meeting agendas, minutes, rosters, correspondence, and notices.

Prepare approved documents for execution and complete follow-up, tracking, correspondence, filing and recording as a result of Council actions during official meetings.

Develop and maintain filing systems, including Digital Imaging System; modify

systems as appropriate.

Serve as the official record keeper of the Town, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, codes, and related documents; provide certified copies as required.

Distribute required documents and file conflict of interest and campaign finance statements as required by local and state laws.

Compose and prepare a variety of correspondence and reports related to Town Council issues.

Prepare a variety of notices in accordance with applicable laws.

Maintain a Master Calendar of activities, meetings, and various events as required; prepare and distribute a monthly meeting schedule including memo to Sheriff's Office about upcoming Town functions.

Provide assistance to residents, the general public, vendors, or other professionals or office visitors; respond to requests for information and distribute appropriate forms, manuals, pamphlets and documents; assist in fulfilling requests under the Public Information Act.

Administer Town elections which includes preparing candidate guidelines, administering the candidacy and nomination process, providing information to candidates regarding procedural and disclosure requirements and publishing election notices and results within legal guidelines.

Compose, publish and post notices for regular and special meetings, public hearings and public bids and openings; ensure compliance with legal guidelines; adhere to proper legal noticing procedures.

Maintain the Town's Municipal Code by tracking ordinances and providing for their codification and the distribution of Municipal Code updates.

Record documents and maps with the County Recorder.

Approve and issue permits for the use of Town facilities.

Serve as Filing Officer for Statements of Economic Interest and Campaign Disclosure Statements.

Serve as Town Notary Public.

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Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

EXAMPLES OF SECONDARY DUTIES:

Assist in a variety of department operations and perform special assignments as assigned.

Administer service agreements for office equipment; serve as main contact with service personnel to ensure equipment is operational.

Serve as backup for Planning & Building Assistant.

Manage incoming e-mails to Town website.

Respond to emergency situations as required.

Attend and participate in group meetings; stay abreast of new developments within assigned area of responsibility.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and procedures related to record keeping, records management and records retention within a public agency.

Municipal election laws and regulations.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Municipal Code.

Proper use of English for business and report writing; proper use of spelling, punctuation and grammar.

Modern office procedures, methods, and computer equipment.

Municipal, legal and administrative procedures.

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Political reform requirements.

Techniques for dealing with a variety of individuals in person and over the telephone.

### Ability to:

Plan, direct and oversee all Town Clerk functions.

Develop and implement policies and procedures related to Town Clerk functions.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Town policies, procedures, rules and regulations.

Interpret and apply laws, ordinances and regulations.

Work independently in the absence to supervision.

Prepare a variety of clear and concise written documents, reports and records.

Direct the retention/destruction of official records in accordance with applicable laws and regulations.

Effectively respond to requests and inquiries from staff and the general public.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Operate modern office equipment (e.g., computers, copy machines, faxes, etc.).

Provide information and organize materials in compliance with laws, regulations and policies.

Communicate clearly and concisely, both orally and written.

Establish and maintain cooperative working relationships with those contacted in the course of work.

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### Experience and Training

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

#### Experience:

Three years of increasingly responsible administrative work in a government setting equivalent to a Deputy Clerk.

#### Training:

Graduation from an accredited college or university with an Associate's degree in public or business administration, records management or a related field. Additional experience may be substituted for the educational requirement on a year-for-year basis to a maximum of 2 years.

### License or Certificate

Notary Public.

Certification as Municipal Clerk is desirable.

Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### WORKING CONDITIONS

#### Environmental Conditions:

Office environment; exposure to computer screens or other office equipment; public contact

#### Physical and Mental Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 10 pounds or less; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis.