



The Portola Valley Town Center, completed in 2008, received a LEED Platinum rating, the highest recognition for achievement by the U.S. Green Building Council. The Town Center is one of only a handful of municipal projects in the nation to achieve such a rating. The campus has also received many other awards, including the prestigious AIA award in 2008 for one of the Top Ten Green Projects in the world.



The Town of Portola Valley
Invites Applications for:

Town Clerk

Initial Filling Date: Monday, February 14, 2022
Applications due by Monday, February 28, 2022
Apply by sending letter of interest and resume to
jdennis@portolavalley.net

ABOUT THE TOWN ~

The Town of Portola Valley lies in the scenic foothills of southern San Mateo County just five miles west of Palo Alto. Covering ten square miles and with a population of approximately 4,500, the Town prides itself on its small town rural character. An elected five-member Town Council sets policy for the Town, with valuable assistance from the Town's fifteen active volunteer committees and committees.



Since incorporation in 1964, development in Portola Valley has been measured and the Town has retained a rural ambiance, offering a good balance between modern life and pastoral quiet. Residents treasure the Town's nineteen hundred acres of permanent open space, environmental heritage and sustainability ethic, and fine public schools. An extensive trail system, scenic roads, and natural views of the western hills contribute to one's feeling of being in the country, as do architectural guidelines that call for buildings to be subservient to the land. Commercial activity is encouraged to the extent that it meets the needs of community residents. The Town has a budget of approximately \$7 million with a total of sixteen full-time employees. Given its size, staff is team and customer-oriented, resulting in a friendly and professionally casual work atmosphere.

POSITION DESCRIPTION ~

The Town of Portola Valley is seeking a motivated professional to join the team. The successful candidate will join a dynamic staff that works closely with the Town Council to advance Council's priorities for the Town. The Town Clerk serves as the Custodian of Records for the Town of Portola Valley and the Town's Election Official responsible for all General Municipal and Special Elections. The Town Clerk's primary responsibility is to accurately record the actions and proceedings of Town Council meetings, administer the Town's Record Management Program, maintain the Portola Valley Municipal Code, administer regulations relating to the Fair Political Practices Committee, and provide research and information services to the public and Town personnel. The Town Clerk is appointed by and reports to the Town Manager.

A review of the Town Clerk's duties is expected in FY 2022-23 to determine potential new roles and responsibilities, including potential communications and management analyst tasks. Outdated tasks are expected to be removed from the job description. Applications should be aware of these potential changes over the course of the next year, and those interested in the position should have interest in such job charges.

REPRESENTATIVE DUTIES ~

Please review the complete job description for [Town Clerk](#). Representative duties include:

- Serves as the Clerk of the Town Council; attends meetings and oversees the recording of all official proceedings and manages public speakers; 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.
- Oversees the operations of the Town-wide records management program, document imaging system, and records preservation and destruction functions; sets and ensures legally compliant retention schedules for Town records; develops and updates records

retention policies and procedures; researches Town documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.

- Conducts municipal elections and special elections; serves as Filing Officer for campaign finance reporting; serves as liaison to the Registrar of Voters.
- Oversees the recruitment process for members of Town committees; processes resignations and new appointments; publishes agendas for committees.
- Serves as the Election Official for the Town of Portola Valley.
- Serves as Filing Officer 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 candidates and committees, on filing requirements; ensures campaign contribution limits and other requirements are met.
- Serves as a liaison for assigned functions with other Town departments, divisions, and outside agencies; provides staff support to committees, and task forces as necessary.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Provides general public customer service support as part of the Town Manager's Office team.
- Performs other related duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES ~

- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the Town Clerk function.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility including, but not limited to, election laws, the Brown Act, Political Reform Act, Conflict of Interest Code, and the Public Records Act.
- Meeting protocols, parliamentary procedures and proper conduct and reporting of actions taken by a legislative body.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- 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 by effectively dealing with the public, vendors, contractors, and Town staff.
- Town and mandated safety rules, regulations, and protocols.

QUALIFICATIONS ~

Please review the complete job description for [Town Clerk](#) for the knowledge and abilities expected for the position. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training and Experience: Equivalent to a bachelor's degree in business or public administration, political science, or a closely related field and three (3) years of increasingly responsible experience performing clerking and administrative support duties for an elected governing body.

License or Certificate: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certifications (can be acquired online before job begins).

COMPENSATION AND BENEFITS ~

Salary- Determined based on experience.

The Town's employee benefits for this position currently include the following:

- Participation in the State of California Public Employees Retirement System (CalPERS) in the 2% @ 62 retirement plan (some individuals may be eligible to participate in a different CalPERS retirement benefit dependent upon prior CalPERS service).
- Generous contribution to Cafeteria Plan (Section 125) for employee to select from CalPERS medical plans, opt-out, or deferred compensation plan. The Cafeteria Plan allowance is adjusted annually on January 1.
- Nine paid holidays per year plus business days between Christmas and New Year's Day.
- Up to 20 days of vacation per year (depending on years of service).
- Twelve days of sick leave accrued per year.
- Option for 9/80 work schedule.
- Tuition reimbursement; long-term disability insurance; and life insurance.
- Based on our experience working remotely during the pandemic, the Town is currently considering more flexible work schedules and some remote work.



Please note that the Town also participates in Social Security.

OUR IDEAL CANDIDATE ~

We are looking for a person with the following characteristics:

- Ethically oriented
- Team based approach– invested in good work and positive outcomes for all team members
- Strong communication skills – the ability to communicate in a confident, effective, and courteous manner
- Resident focused – enjoys serving the public and providing great customer service
- Sense of humor, friendly and approachable
- Detail oriented but also able to see the big picture
- Organized but adaptable – able to change focus and address competing priorities

PHYSICAL DEMANDS AND WORKING ENVIRONMENT ~

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public; OCCASIONAL work outdoors and in varying temperatures. Work schedule is either a standard 40-hour work week during core business hours (8:00 am to 5:00 pm) or a 9/80 schedule. For the 9/80 schedule employees are required to work nine hours (for example from 7:30 a.m. to 5:30 p.m.) for eight work days, eight hours on a ninth work day, with the tenth day off (alternate Fridays off). Work schedule also includes frequent after-hours meetings and occasional weekend meetings/events. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. OCCASIONAL moving, setting up and putting away of tables, chairs, audio/visual equipment, signs, cones and barricades across campus and in buildings for various meetings and event needs; lifting objects weighing up to 40 lbs.

EMERGENCY DISASTER SERVICE ~

All Town employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the Town requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EVALUATION AND SELECTION PROCESS ~

Join this collaborative environment, with an exceptional team, who really care about the Town and its residents. To apply, please submit a letter of interest, and resume to jdennis@portolavalley.net

Applications will be accepted until Monday, February 28, 2022

Letters of interest, and resumes will be reviewed and the most qualified candidates will be invited to participate in an interview process. The interview process may include an evaluation of writing skills and/or a practical exercise. The first round of interviews is tentatively scheduled for the week of February 28

The selected candidates will be required to complete an employment application and a thorough background investigation including reference check. The selected candidate will also be required

to provide proof of degrees, certifications, licenses, required training, and any additional information needed to verify qualifications and eligibility to work in the United States.

The Town of Portola Valley is an equal opportunity employer. Candidates will be given consideration without regard to race, gender, age, disability, sexual orientation, military service, national origin, or other protected status. The provisions of this job announcement do not constitute an implied contract. Any provisions may be modified or revoked without notice.