



### POSITION DESCRIPTION

**Title:** Town Clerk  
**Type:** Regular, Full-Time  
**Pay Range:** M/106

**Department:** Administration  
**FLSA Status:** Exempt  
**Revised:** 11/2018

### DEFINITION

To plan, organize, and direct the activities of the Town Clerk's office; to perform the legal functions of Town Clerk; to assist in the implementation and coordination of the Town personnel activities; and to provide highly complex staff assistance to the Town Manager and Town Council.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises direct supervision over clerical staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Direct and participate in the development of goals, objectives, policies and priorities related to the Town Clerk's office.
- Perform the duties and responsibilities of the Town Clerk as defined and established in the California Government Code, California Elections Code and the Town of Mammoth Lakes Municipal Code.
- Serve as Clerk to the Town Council; attend Town Council meetings and record all official proceedings; supervise the preparation of minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the Council.
- Direct the preparation, organization, printing and distribution of the agenda for Town Council meetings.
- Compose, record and certify ordinances and resolutions.
- Serve as a filing officer for Economic Interest and Campaign Disclosure statements.
- Serve as custodian of the official Town records; plan and direct the maintenance, filing and safekeeping of all official municipal documents, including implementation of a records management system and records retention schedule.
- Administer Oaths of Office to elected officials, Town employees and Council-appointed representatives to boards and commissions.
- Assist the public and Town staff by providing information and research assistance.
- Direct and participate in the development and implementation of all personnel policies, programs and functions.

- Administer the recruitment of personnel; prepare notification of vacancies; secure and hold appropriate written and oral personnel examinations.
- Maintain all personnel-related records, including personnel files; prepare personnel-related reports.
- Supervise, train and evaluate assigned staff.
- Prepare and administer the department budget.

### **PERIPHERAL DUTIES**

- Assist in the preparation of resolutions and ordinances.
- Provide secretarial support to Councilmembers; coordinate Town Council social functions; respond to Councilmembers' requests for information and assistance; receive and distribute Town Council mail.
- Serve as secretary to a variety of agencies and commissions, including the Redevelopment Agency.
- Coordinate Town Clerk activities with other Town departments and with outside agencies.
- Respond to and resolve citizen inquiries and complaints.
- Develop and implement office systems and procedures; coordinate the secretarial and clerical support function of the Town Manager's office.
- Act as Notary Public.
- Perform related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Applicable federal, state and municipal laws and procedures.
- Election laws and procedures.
- Political reform requirements.
- Principles and procedures related to personnel management functions such as recruitment, supervision, training and performance evaluations.
- English usage, spelling, grammar and punctuation.
- Principles and practices of organization, administration and personnel management.
- Modern office methods, procedures, practices and equipment.

#### Ability to:

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

- Direct the retention/destruction of official records in accordance with applicable laws and regulations.
- Conduct personnel exams and interviews.
- Meet the public, understand their questions and provide information.
- Interpret and apply administrative, local, state and federal policies, laws and regulations.
- Compile and maintain complex and extensive records in accordance with applicable laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and administer a budget.
- Select, supervise, train and evaluate staff.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training:

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

Education:

Equivalent to a bachelor's degree from an accredited college or university, with major course work in business administration, personnel management or a related field.

Experience:

Five years' experience in performing responsible and complex clerical and office work, including some experience in personnel administration and staff supervision.

Licenses:

- Possession of, or ability to obtain within state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and must pass an appropriate background check prior to the hire date.
- Possession of, or ability to obtain, a Certified Municipal Clerk certificate from the International Institute of Municipal Clerks.

**TOOLS AND EQUIPMENT USED**

Personal computer including word processing software, spreadsheet and database software, mainframe computer terminal, typewriter, 10-key calculator, phone, copy and fax machine, postage machine

**PHYSICAL DEMANDS**

The physical demands described here 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 functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear, walk, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. The employee must occasionally climb, stretch, squat. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee may occasionally be exposed to dust in records storage areas.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by: \_\_\_\_\_  
Employee Signature Date