



Town Clerk/Administrative Manager

GENERAL SUMMARY

Reporting directly to the Town Manager, the Town Clerk/Administrative Manager will be responsible for all functions of the Town Clerk's office including public meetings, notices, agendas, minutes, elections, maintaining all official Town records and documents, as well as providing administrative service for personnel functions, communication services, payroll and accounting, and administrative and analytical support for the Town Manager. This position serves as the liaison between the Town, its residents, outside agencies and the general public and requires an outstanding person who aspires to excellence in customer service, is a committed team player, and has exceptional interpersonal and communication skills.

Essential Duties and Responsibilities (but not limited to)

- Create and distribute Council agenda and materials to Council, staff and others; oversee the preparation and distribution of notices for public hearings, administrative and public reports, bulletins, questionnaires and other documents. Attend all Council meetings and oversee preparation of minutes.
- Assist and prepare resolutions, ordinances, proclamations and commendations; oversee the publication, posting, distribution, retention, and maintenance and storage of legal and other official documents such as public hearing notices, meeting agendas, meeting minutes, ordinances, resolutions, agreements, and contracts for and concerning the Town.
- Respond to public information requests.
- Serve as filing officer for conflict of interest Form 700 statements as well as campaign statements for all elected officials and designated employees as required by the Fair Political Practices Commission.
- Serve as the Town's election official, prepare all documentation, resolutions and notices, as required by law to conduct election and to obtain county services; prepare and distribute all forms and information to candidates; administer the election process and maintain all election filings.
- Maintain calendar of Council activities, meetings and various events and coordinate activities with other Town Departments and the general public.
- Participate in quarterly Town Clerk meetings with County Elections Department.
- Serve as administrative support resource for the Town Manager, Town Council members, and other Town staff. Screen calls, visitors and mail; respond to widely varying requests for information and assistance; interpret and explain general policies, rules and regulations in response to inquiries and complaints; refer inquiries as appropriate.

- Serve as liaison between the Town Administration office and the Town residents, outside agencies and general public, including responding to questions and requests, and ensure that responses are handled.
- Research, compile, organize and analyze information and data for special projects, outside agencies and various reports and publications; design and implement forms; prepare written materials to explain Town procedures.
- Respond to letters, emails and general correspondence; compose and prepare letters, memoranda, reports and forms; prepare and send out all Townwide email communications to residents and oversee Town resident email database.
- Create and produce the Town's monthly newsletter "The Morning After".
- Develop and maintain content for the Town's website and ensure that all material is updated as needed. Work closely with webmaster in all aspects of design production.
- Serve as human resources officer overseeing employee personnel files and records and workers compensation claims. Attend employment law workshops as necessary to keep up to date on employment issues. Provide benefits administration and counseling to staff and conduct new employee orientations and exit interviews.
- Serve as payroll administrator overseeing bi-weekly payroll for all employees. Process reporting of bi-weekly payroll to CalPERS.
- Process all weekly accounts payables checks for signature and manage receivables as needed. Meet with Accountant on bookkeeping matters as needed.
- Serve as event coordinator overseeing Town employee functions and Council events. Create and design graphics, invitations, flyers, etc.
- Oversee the purchase of office equipment, furniture, and special order needs.
- Serve as the Town's liaison between outside contractors (IT, janitorial, phones, etc.) providing administrative services to Town Hall and Public Safety.
- Supervision of part-time Office Assistant.
- Assist Town Manager with special projects as needed.

Required Qualifications

Knowledge, skills and abilities:

- The Brown Act, Public Records Act, Political Reform Act, the Elections Code, and sections of the California Government Code dealing with retention of public records.
- Excellent organization skills and the ability to efficiently and accurately, prioritize and execute multiple tasks.
- Ability to analyze, solve problems and make recommendations to the Town Manager.
- Detail oriented self-starter willing to work in a support function as a team player.
- Ability to write staff reports as needed.
- Establish and maintain effective working relationships with all those contacted in the performance of required duties.
- Excellent interpersonal and communication skills both written and oral. Strong ability to use computer programs such as Microsoft Office Suite. Familiarity with other programs such as MarinMap, Publisher, Illustrator, Photoshop, Paychex and Sage desirable.
- Provide excellent customer service.

- Work occasional evenings and after hours as needed.

Education and Experience

- Bachelor's degree preferred.
- Minimum five years experience working in government municipality, with two years Deputy Town/City Clerk duties preferred.

Physical Requirements

- Ability to lift heavy files up to 20 lbs.
- Stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily activities.
- Use near and far vision in reading, using the computer monitor, and supervising and participating in work activities.
- Able to sit and stand for long periods of time to work at a computer keyboard and a mouse, and attend irregular and/or extended hour meetings.
- Use hearing and speaking in communicating with individuals and groups in person and on the phone.
- Valid California driver's license required with satisfactory driving record and ability to run errands for the office as needed.