

## **TOWN OF HUACHUCA CITY, ARIZONA**

**POSITION TITLE: Town Clerk**

**FLSA STATUS: Exempt**

**DEPARTMENT: Administration**

**DATE CREATED: 06/13/19**

**SALARY RANGE: \$35,000-\$60,000**

**DATE REVISED:**

### **JOB SUMMARY:**

Under the administrative direction of the Town Manager, administers the activities of the Town Clerk's office. Performs a variety of routine and complex supervisory, clerical and administrative work in preparing and maintaining the official records of the Town, establishing and maintaining a historical data base and administration of municipal elections. This position works under the administrative direction of the Town Manager, and serves at the pleasure of Town Council. The Town Clerk shall be reappointed biennially following Council elections per Town code.

### **SUPERVISION:**

This position has supervisory responsibility.

### **DUTIES AND RESPONSIBILITIES:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. This is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Employees will support the Town's vision and role model these behaviors by:
  - a. Cultivating a positive work environment.
  - b. Providing quality customer service and maintaining productive working relationships.
  - c. Prioritizing and setting manageable goals.
  - d. Being efficient with time at work.
  - e. Communicating effectively with management, staff, customers, and visitors.
  - f. Being flexible and taking criticism constructively.
- Employees will support compliance-related items by:
  - a. Following internal procedures and external regulations.
  - b. Bringing compliance issues to the attention of management.
  - c. Working collaboratively in all facets of position to meet position requirements and support Town goals.
  - d. Conform to all safety rules and use all appropriate safety equipment.
- Plans and conducts Town elections; train election staff; order and maintain election supplies and equipment; ensures compliance by candidates and political action committees of elections requirements.
- Recommends policies for Town Manager and Town Council consideration; develops manages, and submits Town Council budget.
- Supervises and performs work involved in maintaining and attesting to official Town documents and records; affirms, signs, transmits and notarizes legal Town documents;

directs the official publication of notices; officiates at bid openings and directs the preparation of contracts and agreements between the Town and bidders; maintains the municipal code; supervises the preparation and codification of code updates; administers oaths of office; maintains Town ordinances, resolutions, minutes of Council meetings, deeds, contracts, agreements, Town vehicle and equipment titles; administers records management program for current and archival documents; posts and advertises official meetings, public hearings, requests for proposals, and documents of public interest.

- Coordinates and supervises the preparation and distribution of agendas and supporting materials for Council meetings; attends meetings of the Town Council; provides follow-up on actions directed or taken by Council; provides a wide range of information to Council, staff, other governmental agencies, citizens and the news media; plans, prepares and presents oral and written reports to Council and staff.
- Responds to citizen, department and news media requests for information concerning Town elections and Council actions, resolutions, and ordinances.
- Plan and direct the maintenance, filing, safekeeping and timely destruction of official documents in accordance with local and State laws and provide certified copies when required.
- Corresponds with other governmental jurisdictions on matters addressed to the Town Clerk, Town Manager, Town Council, and Mayor.
- Meets with members of the public and provides information, assistance, or referral to other departments or agencies.
- Prepares ordinances & resolutions
- Position may supervise front desk receptionist and Town bus drivers.
- Position also serves as front desk receptionist as needed.
- Performs all other related duties, as assigned.

### **Education and Experience Required:**

- Associate's degree in Public Administration, computer science or related field and two (2) years' experience in a municipal clerk/staff role, or any combination of education and experience to provide the desired knowledge, skills and other characteristics.
- Salary to be set by combination of education, experience and skills.

### **Certificates, Licenses, Registrations:**

Required:

- Must have and maintain a valid Arizona Driver's license
- Licensed Notary (or ability to become)
- Bonded or Bondable

Preferred:

- Bachelor's Degree
  - Five (5) years' experience in local government
- Should possess or able to obtain the following within 18 months:
- Arizona State Elections Certification
  - Municipal Clerk Certification

### **Skills and Abilities**

- Knowledge of applicable Federal, State, and municipal laws and procedures;
- Detail oriented
- Knowledge of political reform requirements;
- Knowledge of parliamentary procedures for conducting Town Council meetings;
- Knowledge of Town procedures, policies, and practices; principles and practices of records and archival management systems; Town of Huachuca City's policies and retention schedules for storage and disposal of records.
- Knowledge of the organization and function of municipal government; Municipal Code, ordinances, resolutions and state statutes as they relate to the Town Council, Town Manager, other Town officials and the public.
- Skill in maintaining an indexing system for public records for the efficient retrieval of selected records.
- Skill in maintaining accurate database for vital records essential to the management and operation of the Town.
- Skill in analyzing systems, equipment and staffing requirements for the efficient management of public records.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with Town employees, officials, other agencies and the general public.
- Ability to effectively operate a personal computer and a variety of software file maintenance applications.
- Ability to use software applications to cross-reference among municipal departments such as zoning, engineering, planning and legal records.

### **Computer Skills:**

Required:

- Word Processing (MS Word)
- Spreadsheets (Excel)
- E-Mail
- Power Point
- Internet (proficient in using search engines)

### **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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to carry, push/pull objects and materials up to 25 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination.

Employee must have sufficient clarity of speech and hearing to permit discern verbal instructions, use of telephone, and communications with others.

Position requirements are primarily carried out in an office environment or meeting forum.  
Noise level is usually moderate.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.