

TOWN CLERK

DEFINITION

To perform the administration and operation of the functions of the Town Clerk's office as prescribed by the Town Council and the laws of the State of California, and to provide confidential, secretarial and responsible clerical assistance to the Town Manager; also provides clerical assistance to the Town Attorney, Town Engineer and Superintendent of Public Works.

SUPERVISION RECEIVED

Reports to the Town Manager.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Designated custodian of the Town's records, legal documents and Town seal; acts as Town agent for service of process.
- Prepares Town Council agendas, assists in the preparation of Staff reports, and distributes all documents related to the Town Council agenda.
- Prepares correspondence regarding Council actions and for Council signature; drafts proclamations and resolutions.
- Records minutes of the Town Council and Redevelopment Agency meetings.
- Posts notices of Council-appointed committee or subcommittee meetings.
- Receives and processes appeals of [commission] decisions to be scheduled before the Town Council.
- Maintains files of all official Town Council and Redevelopment Agency Proceedings; maintains Ordinance, Resolution and Agreement files.
- Oversees the maintenance of on-site and off-site storage of Town administrative files.
- Organizes and coordinates all municipal elections with the County Elections office.
- Acts as local filing official of the Fair Political Practices Commission.
- Responds to Council inquiries and request, and provides information to the public and other Town Departments and public agencies.
- Organizes interview process for appointments to Town boards, commissions and committees.
- Acts as editor of the Town Newsletter.

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ADDITIONAL DUTIES

- Maintains records of claims filed against the Town and provides notice of claims and potential claims to the Town’s insurer, the Association of Bay Area Governments (ABAG).
- Oversees issuance of Special Event Permits by the Town, and is responsible for Rental of the Town Council Chambers and conference room by outside groups.
- Assists Town Attorney, Town Engineer, and Superintendent of Public Works in Town public works’ contract administration.
- Acts as Town’s representative to Pacific Bell for the Town’s [Centrex] telephone system; reports problems and arranges for system upgrades, adds, moves and changes at Town Hall and satellite locations.
- Assists Town Manager in purchase of furniture and equipment for Town Hall.
- Maintains Town Hall computer network in conjunction with the Finance Director.
- Posts Town Council Agendas and Minutes to the Tiburon website.

QUALIFICATIONS

Knowledge of:

Applicable federal, state and municipal laws and procedures; election law and political reform requirements.

Ability to:

Work under pressure; maintain cooperative working relationships with elected officials, employees and the public; communicate information clearly and take dictation and transcribe it accurately and rapidly; operate a personal computer with knowledge of Word Perfect, Microsoft Word , or related word processing software; type more than 60 wpm, spell correctly with good grammar; organize meetings and events and maintain complex clerical records.

Experience:

Five (5) years of progressively responsible executive secretarial experience; additional experience as a municipal clerk or deputy clerk preferred.

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Education:

Associate of Arts (AA) Degree, or equivalent post high school education supplemented by Certified Municipal Clerk (CMC) Designation and three (3) years of responsible secretarial experience.