



TOWN OF YOUNTVILLE
JOB DESCRIPTION

TOWN CLERK III

GENERAL PURPOSE

Under administrative direction, plans, directs, manages and oversees the operations of the Town Clerk's Office including administering a variety of functions prescribed by the Yountville Municipal Code and duties mandated by the State of California; conducts municipal elections; ensures compliance with conflict of interest laws and Fair Political Practices Commission (FPPC) regulations; coordinates program activities with other Town officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the Town Council and the Town Manager; serves as a member of the Town's management team; and performs related duties as assigned.

DISTINGUISHED CHARACTERISTICS

The Town Clerk is a single class position and is responsible for all functions and operations of the Town Clerk's Office, including the recording, preparation and maintenance of all Council legislative actions and proceedings; responsible for regulations pertaining to elections and campaign financing, Statements of Economic Interests; Public Records Act, Political Reform Act; Open Meeting law (Brown Act); and Records Management Guidelines.

The incumbent in this position provides staff support to the Town Council and Town Manager and must possess a high degree of initiative, independent judgment, understanding, organizational ability, and be responsible for handling sensitive information with diplomacy and discretion.

SUPERVISION RECEIVED/EXERCISED

The Town Manager provides general supervision. May supervise part time clerical staff or contracted temporary staff on specific assignments.

DUTIES AND RESPONSIBILITIES (Illustrative Only)

Responsible for all functions and operations of the Town Clerk's Office including attending Town Council meetings and recording of all official proceedings; prepares agendas, minutes and other documentation of actions taken; directs the publication, filing, indexing and safekeeping of all proceedings of the Council's legislative actions and proceedings.

Posts, publishes and distributes legal notices for meetings, public hearings and bid openings. Coordinates municipal elections; ensures conformance to election and government code; orders and maintains election supplies; receives and processes formal petitions pertaining to initiatives, referendums or recalls; certifies results; receives and processes petitions relating to matters pertaining to the Town.

Files campaign statements and Statements of Economic Interests required by the Town Council, designated employees and advisory body members to meet legal requirements; monitors filing of financial reporting statements for elected officials, candidates and boards and committees; and monitors compliance of AB 1234 Ethics Training.

Serves as a member of the Town management team and participates in the development and implementation of Town goals, objectives, priorities, policies and procedures, project prioritization, and problem resolution.

Implement and coordinate the Town's Records Management System to ensure compliance with the Town's Record Retention Schedule and generally accepted guidelines for records management and disposition.

Coordinates and responds to public records request in compliance with the Public Records Act.

Research and compile budget data for annual Town Clerk budget and make recommendations to the Town Manager; monitors and tracks Town Clerk budget and special project budgets, as needed.

Maintains custody of official records and archives of the Town, including ordinances, resolutions, contracts, agreements, deeds, insurance and bond certificates, and minutes; certifies copies of official records, as required; attests, publishes, indexes and files ordinances and resolutions; executes official Town documents; maintains custody of the Town Seal; administers Oaths of Office for elected officials and designated employees.

Assists in processing claims, contract and bond documents.

Coordinates and maintains memberships for all Town Boards/Commissions.
Provides a variety of administrative support functions to the Town Manager and Town Council including preparing correspondence and conducting research on special projects, as assigned.

Communicate and coordinate directly with Town Council on behalf of Town Manager as needed.
Communicate and coordinate with Town Attorney as needed.

Assists with the Town's response to emergency situations as part of the Town's Emergency Operations Center (EOC) staff.

PERIPHERAL DUTIES

Prepares facility and materials for Town Council meetings; makes travel plans, reservations for Town Council members; prepares and maintains calendar for Town Council chamber; administers oath of office to new employees and officials; provides high level administrative support to Town Manager, Council and regional boards and committees; serves as liaison with other agencies and public entities; performs related administrative duties as assigned; represent the Town in related professional organizations as appropriate; performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Town Clerk I:

Work Experience: Four years progressively responsible experience with increasing responsibilities as a Deputy City Clerk, Legislative Aide, or Administrative Assistant to an elected or appointed board. Experience in a City Clerk's office is preferable.

Education: Equivalent to completion of two years of college with major course work in business administration, public administration, or a related field. Additional qualifying experience may be substituted for the college education on a year-for-year basis. California Certified Municipal Clerk is desirable.

Town Clerk II:

Work Experience: Five years progressively responsible experience with increasing responsibilities as a Town Clerk I.

Education: A Bachelor's degree from an accredited 4-year college or university with major course work in business administration, public administration, or a related field. California Certified Municipal Clerk is desirable.

Necessary Knowledge, Skills and Abilities:

Knowledge of municipal organizations and functions; record keeping principles and records management programs including records retention laws particularly related to municipalities; modern administrative and management principles, practices and procedures; principles and practices of budget preparation and administration; effective supervisory principles; California Election Code as it applies to municipalities; California Public Records Act; California Open Meeting Act, California Conflict of Interest regulations and other applicable codes and ordinances; Business English, spelling and grammar; effective training techniques; effective communication techniques; personal computer systems and software applications related to the work.

Ability to plan, organize, direct and monitor the activities of the Town Clerk's department; may provide indirect supervision to subordinate personnel, analyze and interpret governmental statutes and regulations governing areas of responsibility, read and interpret legal documents; direct and coordinate municipal elections; analyze technical and administrative problems and take or recommend appropriate actions; exercise sound judgment, tact, resourcefulness and leadership in dealing with the public, Town officials, commissions and committee members, outside agencies and other Town departments; communicate clearly, concisely, and accurately, orally and in writing; organize and maintain accurate records; direct the retention/destruction of official records in accordance with applicable laws and regulations; prepare, implement and monitor budget in area of responsibility; foresee trends in records management and retention and implement upgrades, as necessary; utilize personal computers and computer software to perform the word processing, spreadsheet, database management and specialized functions; type and take dictation or notes at a speed sufficient to accurately transcribe and produce Council minutes.

Working Conditions

Position requires sitting, standing, walking on level surfaces, reaching, kneeling, bending, stooping, squatting, crouching, and grasping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in typing correspondence and reports and in data entering. The need for accurate near vision is used in filing and completing forms and reports. Additionally, the incumbent relies on acute hearing in using the Dictaphone and listening to council proceedings. The incumbent also must be available to be called out for emergencies and setting up Town Council meetings requiring moving, carrying, and pushing tables and chairs weighing up to 15 pounds. Because the working environment is in a public administrative setting, the incumbent works with confidential documents, frequent deadlines, and constant interruptions.

Approval: _____ Resolution No. _____
Town Manager

Effective Date: _____

Revision History: Version: _____ Effective Date: _____