

Town of Mammoth Classification Description

Position: Town Clerk

Department: Administration

FLSA Status: At-Will

Closes: First Review February 28, 2022

POSITION SUMMARY:

Under the supervision of the Town Manager or his/her designee, this position exercises a high degree of independence, initiative and professional expertise in the administration, supervision and day to day management of the Town Office. Incumbents must be able to perform critical decision making and are given the independence and discretion to set up processes/programs. This position is responsible for the development and management of the town budget, apply for and oversee grant applications and reporting, administer and conduct municipal elections, organize and maintain official documents and public records, prepare Town Council Agendas, board and commission training, manage the business license process, and ensure legal compliance of all official postings, public notices, and related advertising. The duties and responsibilities of the Town Clerk are prescribed by the Mammoth Town Council.

ESSENTIAL JOB FUNCTIONS:

- Manages Town's financial resources; researches, develops and administers the Town budget; monitors expenditures throughout the fiscal year; reviews and approves financial documents; and forecasts future department resources needs.
- Manage accounting procedures: record revenue and expenditures to the correct fund and reconcile the General Ledger by researching, writing, and posting journal entries, deposits and assure that adjustments to the General Ledger are recorded correctly
- Supports council activities by preparing, posting and distributing Town Council agendas and supporting materials for Council meetings by recording documents, researching, working with elected officials, departments and employees, attending meetings, transcribing minutes, provides follow-up on actions directed or taken by Council and responding to inquiries and requests.
- Develops, recommends, and implements new programs, policies, and procedures related to the operations of the Town Administration Office
- Maintains and attests the official Town documents and records; affirms and signs legal Town documents; maintains the municipal code; supervises the preparation and codification of code updates; and administers oaths of office.
- Identifies grant opportunities and manages grant application process and reporting.
- Serves as Town election official; directs and coordinates Town elections in conformance with applicable local, state and federal laws; coordinates with outside agents to contract

for election services; develops policies and procedures to ensure compliance with local, state and federal laws; and, ensures compliance with campaign finance, recall, and referendum state and federal requirements.

- Responds to requests from information from employees, managers, elected officials and the general public.
- Manages the business license and registration program; develops policies and procedures which govern the application and issuance of business licenses and registrations; and interprets codes and explains requirements to staff, applicants, and/or the general public.
- Accepts lawsuits and claims served on the Town.
- Administers the processing of annexation documents in accordance with state law.
- Provides orientation sessions for newly appointed Board/Commission members with the Town Attorney; prepares and presents verbal and written reports to Council and staff.
- Supervises admin staff and ensures the provision of customer service in a professional, courteous and timely manner; conducts performance appraisals.
- Manages the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, coordinating efforts with departments, ensuring legal compliance, and monitoring staff performance and development.
- Serves as the Town's custodian for public records; maintaining and preserving the public records, permanent documents and legislative history of Mayor and Council and providing public information and access to Town records.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the municipal clerk's office.
- Knowledge of budget and accounting policies and procedures
- Knowledge of accounting procedures: record revenue and expenditures to the correct fund and reconcile the General Ledger by researching, writing, and posting journal entries, deposits and assure that adjustments to the General Ledger are recorded correctly.
- Knowledge of open meetings, records management, and Town Codes relating to elections, annexations, and all activities of Town Administration Office.
- Knowledge of management and/or supervision principles.
- Knowledge of office and records management and workflow principles and procedures.
- Knowledge of procedures for conducting public meetings and parliamentary procedures.
- Skill in supervising, delegating and evaluating work of subordinate staff.
- Knowledge of customer service principles and practices; commitment to a high standard of customer orientation and service.
- Skill in verbal and written communication and comfortable with public presentation responsibilities.

- Skill in operating a personal computer, standard office equipment; organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision; proofread materials for conformance with Town policies and procedures and for correct English usage.
- Ability to create harmonious and effective working relationships as an integral liaison among Town Council, staff, and residents as well as other city, county, state and federal agencies and the public at large.
- Skill in problem solving and decision making; analyzing and interpreting administrative procedures, regulations, legal documents and contracts; development and implementation of policies, procedures, work standards and internal controls; exercise sound independent judgment within established guidelines; meet critical deadlines while maintaining sufficient flexibility to meet other office needs; prepare clear, concise and complete meeting documentation and other written correspondence and reports.
- Skill in maintaining department files and records.
- Skill in preparing a variety of records, reports and correspondence.
- Establish and maintain effective working relationships with Town staff, elected officials, other public and private organizations, the media and the public; exercise tact and diplomacy in interpersonal dealings which are difficult, time sensitive and confidential.
- Must be well organized and flexible.
- Must be able to work under pressure.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public Administration or related field is preferred.
- A minimum of three (3) years' experience in governmental accounting working with budgets.
- Certification as a Municipal Clerk and/or Elections Official is highly preferred.
- A minimum of three (3) years' experience as a Municipal Clerk or Deputy/Assistant Municipal Clerk; and two (2) years' experience in a supervisory capacity.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.