



Town of Moraga

Town Clerk

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

To serve as Town Clerk pursuant to the Municipal Code, organize, plan and direct all activities of the Town Clerk's Office. The work involves administering and maintaining a complete and accurate legal/historical record of Town Council proceedings; direct citywide Records Management Program and Agenda Management process; conduct municipal elections; manage Town's compliance with Political Reform Act, Brown Act, Public Records Act, and Conflict of Interest Codes;; and provide prompt and courteous service to citizen, press and public requests for assistance and information. May receive administrative direction from the Town Manager or designee. May exercise direct supervision over assigned supervisory, professional, technical and/or clerical personnel.

DISTINGUISHING CHARACTERISTICS

The Town Clerk is a key member of the Town's Executive Team, responsible for a wide range of essential duties and responsibilities. Responsibilities include preparation of agendas, noticing, posting, and recordation of public meetings and outcomes; preparation and coordination of meeting materials; and planning and managing elections consistent with the California Elections Code.

This classification oversees, directs, and participates in all activities of the Town Clerk Office, including short and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Town Council and Town Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Town goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises direct supervision over administrative support staff.

ESSENTIAL FUNCTIONS (DUTIES)

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Town Clerk's Office programs, services, and activities including records management, elections administration, Town Council support, licensing, and

management/support services. Manage the Council rules of procedure policy, as well as provide Council orientation and on-boarding process for incoming Councilmembers.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within agency policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations.
- Works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Coordinates and assists in the facilitation of the Town's Ethics and Sexual Harassment training.
- Serves as the Clerk of the Town Council and Geological Hazard Abatement District; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the Town Council.
- Supports Town's boards, commissions, and committees including development of enabling legislation, policies and procedures; recruitment, interview and appointment of members; management of member disclosure and training requirements; monitoring of term expirations, attendance and compliance with all applicable rules and regulations; processing resignations, removals, vacancies, and reappointments; and oversight department staff liaisons including providing resources, guidance, and training.
- Administers the public hearing process for the Town Council; supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Oversees the operations of the Town-wide records management program, and records preservation and destruction; sets and ensures legal compliance retention schedules for Town records; develops and updates records retention policies and procedures; serves as the Town's Public Records Act (PRA) administrator, including intake, tracking, coordination with departments, and timely response to public records requests, researches Town documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Plans, manages, and conducts municipal elections and special elections; ensures compliance with the California Elections Code, Political Reform Act, and other government codes; provides candidate filing services, nomination assistance, and informational materials; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.
- Serves as Filing Officer and Filing Official for the Political Reform Act; manages the Town's disclosure requirements for designated employees, distributes forms and notifications; conducts required audits; advises and trains candidates, committees, and treasurers on filing requirements; determines and collects fines for late filing; ensures campaign contribution limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate. Coordinate and conduct training on FPPC regulations. Manages the codification and maintenance of revisions to the Municipal Code; tracks ordinance adoption, effective dates, posting and publication requirements, and maintains historical ordinance records.
- Provides contracts and agreements administration to ensure documents are signed and recorded in a timely manner, including the receipt and filing of bid documents; supervises contract bid openings and performance bonds.
- Accepts and logs claims filed against the Town to record necessary information and forward for processing.

- Represents the Town Clerk Office to other Town departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect Town or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all Town and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated committee, board, or commission within the Town.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A master's degree is desirable.

Experience:

- Four (4) years of increasingly responsible in performing complex administrative work.

Licenses and Certifications:

- Possession of a Municipal Clerk (CMC) and/or Master Municipal Clerk Certificate is preferred. Ability to receive a CMC and/or Master Municipal Clerk Certificate within two years of appointment is required.
- Certified Notary Public Commission to be obtained within one year of appointment.
- Possession of a valid Class C California driver's license.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- State Conflict of Interest Code, State Campaign Disclosure laws, Fair Political Practices Commission regulations, Brown Act, and election laws and regulations
- Structure and interpretation of Municipal Codes
- Pertinent Federal, State, and local laws, codes, and regulations.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic business mathematics and budgetary principles.
- Principles and procedures of records management and record keeping, including record retention laws.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and Town staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Knowledge of Granicus or other agenda management software is highly desirable.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Town Clerk's Office.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

MENTAL DEMANDS

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Town employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the Town's needs and attend events/meetings, in addition to responding as a Disaster Services Emergency Worker.

****The employer will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.***