



Town of Moraga

Town Clerk / Assistant to Town Manager

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:

The Town Clerk/Assistant to Town Manager plans, manages, oversees and directs the operations and services of the Town Clerk's Office, including administration, public information and outreach, election management, Town Manager and Town Council support, records management, and coordinates assigned activities with other Town departments and outside agencies.

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; preparation of Townwide public outreach materials; and planning and managing elections consistent with the California Elections Code. The Town Clerk provides highly responsible and complex technical and administrative assistance to the Town Manager.

SUPERVISION RECEIVED/EXERCISED:

This position reports to the Town Manager and supervises and evaluates the performance of subordinate personnel.

ESSENTIAL FUNCTIONS:

- Serves as Town Clerk; receives official documents, prepares notices, agendas, resolutions and minutes; attends all Council meetings; records, prepares and maintains all Council legislative actions and proceedings; and may attend other commission and committee meetings as necessary.
- Works directly with the Town Manager to coordinate agendas and meetings and to provide necessary administrative help.
- Plans, organizes and sets priorities to meet critical deadlines and carry out day-to-day operations and activities of the Town Clerk's office; interprets and applies policies and procedures and governing laws to areas of responsibility; prepares agendas and maintains records of all proceedings associated with the Town Council; administers oaths of office and schedules public hearings before the Town Council.
- Plans and manages all Town elections, and acts as resource for technical information related to elections, Fair Political Practices Commission, records management and noticing requirements.
- Provides assistance to candidates and/or proponents of ballot measures, initiation of public noticing and other requirements, and written submittal of certification of election results for ratification by Town Council; accepts, processes and verifies proposed petitions.
- Administers legally required procedures/regulations for compliance with campaign financing and disclosure and conflict of interest regulations; serves as filing officer for campaign statements and statements of economic interest; and updates the Town's Conflict of Interest Code as required by law.

- Maintains custody of official records and archives of the Town, including records retention, storage and retrieval systems, distribution and destruction.
- Provides responsive customer service to resolve public questions, requests and/or complaints or refers to the appropriate department.
- Researches and responds to requests for documents and information from the public, private agencies and Town staff.
- Prepares and edits memos, correspondence, reports, notices, etc. being sent from Town's Administrative offices.
- Compiles information and performs research on projects assigned by the Town Manager; researches past Council actions to provide historical context on Townwide matters; prepares and presents staff reports; and reviews all staff reports for accuracy and makes corrections as required.
- Prepares the Town's bi-weekly About Town newsletter and assists with Townwide public outreach.
- Performs responsible, complex and confidential administrative duties for the Town Manager and Town Council, including coordinating travel, maintaining appointment schedules and calendars.
- Conducts recruitment to fill Commission and Committee vacancies; prepares and maintains Commission appointees list and Council liaison list; assists with coordination of community events.
- Performs other duties as required that may not be specifically listed in the job description.

PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:

Physical: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Mental: 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.

QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field desirable.

Experience: Minimum five (5) years increasingly responsible experience in complex administrative office work in a City Clerk's office.

License/Certificate:

- Certified Municipal Clerk
- Certified Notary Public within one year
- Possession of a valid Class C California driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Function, organization and procedures of local government, including role of elected officials
- Operation of a Town Clerk office

- 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
- Records management methods and systems

Skill to:

- Operate an office computer and a variety of software applications
- Operate standard office equipment

Ability to:

- Understand and interpret government codes and regulations
- Deal tactfully and courteously with public and answer phone calls appropriately
- Utilize initiative and independent judgment within established guidelines
- Analyze and resolve routine and complex administrative matters
- Compose correspondence, minutes, ordinances, resolutions, proclamations and other written materials independently or from brief instructions
- Proofread effectively and accurately
- Establish and maintain complex records, documents and filing systems
- Make sound decisions within established guidelines
- Follow written and oral directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships

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