



# 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:**

This is the highest level paraprofessional/office administrative class in the Town, in which the incumbent performs a variety of office administration, project coordination and administrative support work for the Town Manager. The work requires extensive public contact, the frequent use of tact, discretion and independent judgment, knowledge of Town activities and the ability to conduct independent projects.

#### **Town Clerk:**

Under general direction from the Town Manager, performs the full statutory and administrative functions of the Town Clerk, including managing the day-to-day activities of the Town Clerk's Office, administering the Town's election processes, serving as filing officer and records custodian, and managing the town-wide records management program. Receives official documents for the Town; prepares documents, agenda packets and other materials for Council meetings; provides varied, complex and confidential office administrative support to the Town Manager; and performs related work as required.

#### **Assistant to Town Manager:**

Under general direction, assists the Town Manager in conducting the managerial and administrative functions necessary to the operation of the Town, including performing complex administrative functions.

### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from other office administrative classes in that the nature, scope and diversity of responsibilities originating at Town-wide level require a broader understanding of Town functions.

### **SUPERVISION RECEIVED/EXERCISED:**

This position reports to the Town Manager. Supervision received is characterized by oral and written instructions to define objectives and problems and to prescribe both general and detailed methods for achieving objectives. Supervisory responsibilities are assigned.

### **ESSENTIAL FUNCTIONS:**

#### **Town Clerk:**

- Serves as Town Clerk; receives official documents, prepares notices, agendas, resolutions and minutes; attends Council meetings and may attend other commission and committee meetings as necessary.
- Works directly with the Town Council to coordinate agendas and meetings and to provide necessary administrative help

- Records, prepares and maintains all Council legislative actions and proceedings, ensuring compliance with the provision of the Open Meeting law.
- Administers and manages all Town elections, and acts as resource for technical/legal information related to elections, Fair Political Practices Commission, records management and noticing requirements under Brown and Maddy Acts.
- 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 filing official for statements of economic interest; updates the Town's Conflict of Interest Code as required by law.
- 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.
- Provides support in maintaining official records for the Town, including records retention, storage and retrieval systems, classification, distribution and destruction.
- Resolves 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 Manager's Central Admin offices.
- Compiles information and performs research on projects assigned by the Town Manager; codes, enters and retrieves data used in the preparation of reports; reviews reports for accuracy and makes corrections as required.

**Assistant to Town Manager:**

- Performs responsible, complex and confidential administrative duties for the Town Manager and Town Council, including coordinating travel, maintaining appointment schedules and calendars
- Plans and coordinates community events such as the annual State of the Town Mayoral Address and the Contra Costa County Mayor's Conference annual meeting.

**Other:**

- Performs other related duties as required that may not be specifically listed in the job description, but are within the general responsibility level associated with this class.

**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:** Associates of Arts degree from a business or community college in a related field

**Experience:** Minimum five (5) years administrative work in a public sector environment. Experience working with the public and fielding complaints. Experience in management and working in a fast-paced environment is desirable.

### **License/Certificate:**

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Function, organization and procedures of city government, including role of elected officials
- Operation of a Town Clerk office
- State Conflict of Interest Code, State Campaign Disclosure laws, and Fair Political Practices, Public Meeting Act, and election laws and regulations
- Moraga Municipal Code, regulations, contracts, and agreements
- 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
- Compose correspondence, minutes, ordinances, resolutions, proclamations and other written materials independently or from brief instructions
- Proofread effectively
- 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.***