



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 ▪ Fax 928-632-7365**

## **JOB DESCRIPTION**

### **Town Clerk**

#### **A. JOB OBJECTIVES**

Plan, direct, review and implement the activities and operations of the Office of the Town Clerk. Coordinate assigned activities with other Town programs and outside agencies. Provide highly responsible and complex administrative support to the Town Manager.

#### **B. SUPERVISION RECEIVED AND EXERCISED**

Receive supervision from the Town Manager. Exercise direct, technical, and functional supervision over assigned personnel.

#### **C. POSITION ACCOUNTABILITIES**

May include, but are not limited to, the following:

- Develop, plan, and implement goals and objectives; recommend and administer policies and procedures.
- Manage future agenda item listing on behalf of the Town Manager; coordinate outside presentations to the Town Council.
- Attend Town Council meetings and record all official proceedings; prepare minutes and other documents; direct the publication, recording, filing, indexing and safekeeping of all proceedings of the Council.
- Direct and supervise the preparation, organization, printing, and distribution of notices, agendas, and Council packets; draft communications to the Town Council for all agenda items; draft ordinances, resolutions and other legal documents.
- Prepare talking points for Council Meetings.
- Perform post-meeting follow up and assist the Town Manager in ensuring that Council direction is implemented.
- Act as a Council Aide to the Town Council.
- Ensure that the boards, commissions, and committees of the Town are supported in a substantially similar way.
- Assist and advise the Town Manager in day-to-day operations and ongoing projects;
- Record and certify ordinances and resolutions; keep the Town Seal; attest all legal documents, including ordinances, resolutions, contracts, agreements, etc.
- Supervise and participate in the development and administration of the office budget.

- Serve as Town Election Official; coordinate elections with County election staff.
- Serve as Chief Records and Information Management Officer; coordinate records management activities with the Arizona State Library, Archives and Public Records; plan, direct, implement and monitor a Records and Information Management Program.
- Ensure that, as applicable, all notices, ordinances, resolutions, and other documents are prepared, posted, recorded, published, as required.
- Administer Oath of Office to elected officials and staff.
- Develop and implement office systems and procedures.
- Respond to inquiries from the public, elected officials and Town staff.
- Assist in maintaining the Town website and social media site.
- Prepare articles and review the monthly Town Newsletter prior to publication.
- Assist in drafting press releases about any matter of Town-wide concern.
- Perform the duties of the Town Manager during the temporary absence of the Town Manager.
- Perform other tasks as assigned.

#### **D. CRITICAL SKILLS/EXPERTISE**

These are needed to complete position accountabilities.

##### ***D.1 Knowledge of:***

- Applicable Federal, State, and municipal laws, procedures and regulations.
- Parliamentary procedure, including Town Code requirements and Robert's Rules of Order.
- Laws, codes, and requirements for various aspects of municipal government outside of the scope of a Municipal Clerk's Office.
- Business English, spelling, and arithmetic.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern office practices, procedures and computer equipment. Knowledge of Granicus; Laserfiche; and WindoWare applications, beneficial.

##### ***D.2 Ability to:***

- Provide information and organize material in compliance with laws, regulations, and policies.
- Quickly adopt and implement technological improvements related to the role.
- Communicate clearly and concisely, both orally and in writing, with the public, elected officials and all levels of management and personnel.
- Maintain professional status through memberships in professional organizations, literature review, and specialized courses.
- Direct the retention or destruction of official records in accordance with applicable

laws and regulations.

- Prepare and administer a program budget.
- Select, supervise, train, and evaluate assigned personnel.

## **E. Experience and Training:**

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

### ***E.1 Experience:***

Progressively responsible experience performing complex administrative office work, preferably in a Town Clerk's office, three of which were in a supervisory capacity.

### ***E.2 Training:***

A Bachelor's degree in Business or Public Administration is highly desirable. Equivalent work experience on a year for year basis may be substituted; i.e., one year's experience per one-year college.

## **F. ADDITIONAL REQUIREMENTS**

### ***F.1 Physical Requirements:***

Exerting up to 20 pounds of force occasionally and 30 or more pounds of force infrequently. The use of arms and/or leg controls requires exertion of forces greater than that for sedentary work, and medium to heavy work may be involved to carry out records and information management functions; involves sitting most of the time.

### ***F.2 Work Environment:***

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

### ***F.3 License or Certificate:***

Possession of, or ability to obtain, a valid Arizona driver's license. Designation as a **Certified Municipal Clerk, or the ability to obtain within three years of appointment.** Ability to obtain a **Certified Municipal Elections Official** designation within five years of appointment. Notary Public.

**FLSA Status:** Exempt.

**Position Type:** Full Time.

Revised: 7/2008, 6/2017, 4/2019, 10/2020

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN MANAGER.

Human Resources: 928 632-7362 EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

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