**JOB DESCRIPTION**

**Town Clerk**

**SALARY:** ($48,000 - $60,000)DOE/Q **OPENING DATE:** 12/01/2021

**FLSA Status:** Exempt **FIRST REVIEW OF APPLICATIONS:** 01/31/2021

**POSITION TYPE:** Full Time Position Open Until Filled

**APPLICATION PROCESS:** Applicants must complete a Town Employment Application form: <https://duncanaz.us/home/opportunities/job-listings-town/>. Resumes, cover letters, and copies of certifications can be attached to the completed Employment Application. Application Forms are available at Human Resources, Town of Duncan, 506 South East Old West Highway, Duncan, Arizona 85534. Phone: (928) 359-9146.

**SELECTION PROCESS:** Applications will be screened for the minimum qualifications and special requirements. Incomplete applications will not be considered. Applicants invited to in-person interview may be subject to a background check.

**THE TOWN OF DUNCAN:** The Town of Duncan is an Arizona municipality serving approximately 700 citizens at the center of a bi-state rural community of about 2,500. Settled in the 1870s, Duncan incorporated in 1938. Straddling the scenic Gila River, Duncan is a gateway to outdoor recreation opportunities of all kinds, free of the crowding of more familiar destinations. The town has a small historic business district on US Highway 70, which provides the kind of spectacular and relaxing alternative to interstate travel that domestic and foreign tourists alike seek out. Duncan has been featured in such notable travel/lifestyle magazines as Arizona Highways and Sunset. The potential for new businesses serving visitors is as great in Duncan as the opportunities for families, retired adults, and remote workers to enjoy the benefits of a quiet and beautiful rural setting. Duncan has excellent public schools, enriched programs for students interested in agricultural sciences and related disciplines, a lively and innovative public library, a non-profit community health clinic and pharmacy, a helipad used by subscription medivac services, and available land with high potential for housing and business development.

1. **JOB OBJECTIVES**

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

1. **SUPERVISION RECEIVED AND EXERCISED**

Appointed by the Town Council. Coordinates activities with the Town Manager. Exercise direct, technical, and functional supervision over assigned personnel.

1. **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 Council and 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 Town Council.
* Direct and supervise the preparation, organization, printing, and distribution of all notices, agendas, and Town Council packets; draft communications to the Town Council for all agenda items; draft ordinances, resolutions, and other legal documents.
* Prepare talking points for Town 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 and prepare monthly reports.
* Ensure that the boards, commissions, and committees of the Town are support in a substantially similar way as Council meetings.
* 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 Town annual budget and monitor expenditures throughout the year.
* Serve as the Town Election Official; coordinate elections with County election staff. Organize and administer the filing of candidate finance reports and financial disclosure statements and reporting. Perform pre-election support functions including compiling candidate forms and materials and calculating signature requirements; assembling packets and instructions for candidates and verifying candidate requirements; provide information to candidates and the public on election and candidacy requirements and procedures; preparing the official canvass; and administering other election responsibilities relating to initiative, referendum and recall processes.
* 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. Conduct research on the more complex inquiries, retrieve and make copies of public documents upon request.
* Ensure that, as applicable, all notices, ordinances, resolutions, and other documents are prepared, posted, recorded, and published, as required or directed by Town Council.
* Administer Oath of Office to elected officials and Town 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 other social media sites.
* Set-up and management of Zoom or other web-based platform to livestream Council meetings.
* Prepare articles and review the monthly Town Newsletter prior to publication.
* Assist in drafting press releases about any matter of Town-wide concern.
* Provide oversight and coordination of all licenses, including business license and liquor licensing processing and tracking.
* Perform the duties of the Town Manager during the temporary absence of the Town Manager.
* Perform other tasks as assigned.

1. **CRITICAL SKILLS/EXPERTISE**

These are needed to complete position accountabilities:

1. **Knowledge of:**

* Applicable Federal, State, County, and municipal laws, procedures, and regulations specifically, open meeting law, public records law, records and retention laws, state and local election procedures, rules, and requirements.
* Parliamentary procedure, including Town Code requirements and Robert’s Rules of Order.
* Laws, codes, and requirements for various aspects of municipal government outside 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 Caselle, Granicus, Laserfiche, CivicPlus, Microsoft Office, Microsoft Teams, and Zoom, are beneficial.
* Best practices and ethical standards suggested by relevant professional associations.

1. **Ability to:**

* Provide information and organize material in compliance with laws, regulations, and policies.
* 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 dealing which are difficult, time sensitive, and confidential.
* 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 and destruction of official records in accordance with applicable laws and regulations.
* Prepare and administer a program budget.
* Select, supervise, train, and evaluate assigned personnel.
* Maintain high standards of ethical conduct, professional competence, management acumen, and servant leadership. Must be well organized and flexible. Must be able to work under pressure.

1. **EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

1. **Experience:**

Progressively responsible experience performing complex administrative office work, preferably in a Town Clerk or Judicial Court office; three years of which were in a supervisory capacity. Municipal or Local Government financial management experience required. Veterans are encouraged to apply.

1. **Training and Education:**

A Degree in Public Administration or related field in public service. Clerk or Deputy Clerk experience is preferred. Participation in relevant professional associations demonstrates a highly competitive candidate for this position.

1. **ADDITIONAL REQUIREMENTS**
2. **Physical Requirements:**

Exerting up to 30 pounds of force occasionally and 40 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. Stooping, bending, and reaching will be frequently required. Walking short distances around the office building is necessary. Vision must be adequate to perform the essential functions of this position. Must be able to perceive and understand vocal communication and convey information verbally via the telephone, on video conferencing systems, and in person. Eye, hand, and foot coordination sufficient to operate a variety of office equipment such as a computer, calculator, and copier. Manual dexterity must be moderate to high in order to produce the volume of work required of the position.

1. **Work Environment:**

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. Town Clerk is expected to work evenings during regularly scheduled Town Council meetings and may be occasionally required to work during weekends or holidays to support Town sponsored events. Town Clerk will have close and frequent interaction with the public who may have hostile sentiments towards municipal policy and must have exceptional customer service skills to deescalate highly emotional situations.

1. **License or Certificate:**

Possession of, or ability to obtain, a valid Arizona driver’s license and Notary Public Commission. Designation as a Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks (IIMC), or the ability to obtain within three years of appointment. Ability to obtain a Certified Municipal Elections Official designation within three years of appointment.

Revised: 11/2021

**DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING**

**ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN MANAGER.**

**Human Resources: (928) 359-9146 EOE M/F/D/V**

**THE TOWN OF DUNCAN IS AN EQUAL OPPORTUNITY EMPLOYER**

**EL CIUDAD DE DUNCAN ESTA OPPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES**

**506 South East Old West Highway, Duncan, Arizona 85534, Phone:(928) 359-9146**