



## Town of Oro Valley Classification Description

Title: **TOWN CLERK**  
Job Code: 1110  
FLSA Status: Exempt

Department: Town Clerk  
Salary Grade: 126

### **POSITION SUMMARY:**

Under the supervision of the Town Manager or his/her designee, this position exercises a high degree of independence, initiative and professional expertise in the administration, supervision and day to day management of the Town Clerk's Office. Incumbents must be able to perform critical decision making and are given the independence and discretion to set up processes/programs. This position is responsible for administering and conducting municipal elections, organizing and maintaining official documents and public records, preparation of Town Council Agendas, board and commission training, managing the business license process, and ensuring legal compliance of all official postings, public notices, and related advertising. The duties and responsibilities of the Town Clerk are prescribed by Arizona Revised Statutes, the Oro Valley Town Code and the administrative policies and objectives of the Town.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Serves as the Town's custodian for public records; maintaining and preserving the public records, permanent documents and legislative history of Mayor and Council and providing public information and access to Town records.
- B. Serves as Town election official; directs and coordinates Town elections in conformance with applicable local, state and federal laws; coordinates with outside agents to contract for election services; develops policies and procedures to ensure compliance with local, state and federal laws; and, ensures compliance with campaign finance, recall, and referendum state and federal requirements.
- C. Develops, recommends, and implements new programs, policies, and procedures related to the operations of the Clerk's Office.
- D. Maintains and attests the official Town documents and records; affirms and signs legal Town documents; maintains the municipal code; supervises the preparation and codification of code updates; and administers oaths of office.
- E. Responds to requests from information from employees, managers, elected officials and the general public.
- F. Supports council and management activities by directing the preparation and posting of all meetings, recording documents, researching new technologies, working with elected officials, departments and employees, attending meetings, and responding to inquiries and requests.

- G. Manages the business license and registration program; develops policies and procedures which govern the application and issuance of business licenses and registrations; and interprets codes and explains requirements to staff, applicants, and/or the general public.
- H. Accepts lawsuits and claims served on the Town.
- I. Administers the processing of annexation documents in accordance with state law.
- J. Provides orientation sessions for newly appointed Board/Commission members with the Town Attorney; prepares and presents verbal and written reports to Council and staff.
- K. Coordinates and oversees the preparation and distribution of Town Council agendas and supporting materials for Council meetings; attends meetings of the Town Council; provides follow-up on actions directed or taken by Council.
- L. Supervises Clerk's staff and ensures the provision of customer service in a professional, courteous and timely manner; conducts performance appraisals.
- M. Manages the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- N. Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, coordinating efforts with departments, ensuring legal compliance, and monitoring staff performance and development.
- O. Manages department's financial resources; researches, develops and administers the department's budget; monitors expenditures throughout the fiscal year; reviews and approves financial documents; and forecasts future department resources needs.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of the municipal clerk's office.
- Knowledge of State Constitution and State Statutes related to annexation, elections, open meetings, records management, and Town Codes relating to elections, annexations, and all activities of the Town Clerk's Office.
- Knowledge of management and/or supervision principles.
- Knowledge of office and records management and workflow principles and procedures.
- Knowledge of procedures for conducting public meetings and parliamentary procedures.
- Knowledge of on-line streaming systems and automated agenda software systems.
- Skill in supervising, delegating and evaluating work of subordinate staff.
- Knowledge of customer service principles and practices; commitment to a high standard of customer orientation and service.
- Skill in verbal and written communication and comfortable with public presentation responsibilities.
- Skill in operating a personal computer, standard office equipment; organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision; proofread materials for conformance with Town policies and procedures and for correct English usage.
- Ability to create harmonious and effective working relationships as an integral liaison among Town Council, staff, and residents as well as other city, county, state and federal agencies and the public at large.
- Skill in problem solving and decision making; analyzing and interpreting administrative procedures, regulations, legal documents and contracts; development and implementation

of policies, procedures, work standards and internal controls; exercise sound independent judgment within established guidelines; meet critical deadlines while maintaining sufficient flexibility to meet other office needs; prepare clear, concise and complete meeting documentation and other written correspondence and reports.

- Skill in maintaining department files and records.
- Skill in preparing a variety of records, reports and correspondence.
- 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 dealings which are difficult, time sensitive and confidential.
- Must be well organized and flexible.
- Must be able to work under pressure.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Public Administration or related field is required.
- Certification as a Municipal Clerk and/or Elections Official is highly preferred.
- A minimum of five (5) years' experience as a Municipal Clerk or Deputy/Assistant Municipal Clerk; and two (2) years' experience in a supervisory capacity.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.