



Town Clerk/Administrative Services Director

EEO Class Code: First/Mid-Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Clerk's Office

Supervises: Assistant to Town Clerk/Administrative Services Director,
Records Management Specialist, Receptionist

Position Reports To: Town Manager and/or Commission

Sworn: Yes

Job Specifications

NATURE OF WORK

Under executive direction from the Town Manager and/or Commission, the Town Clerk/Administrative Services Director serves as the principal administrative officer for the Clerk's Office and the record keeper of the Town. This position is responsible for maintaining public records, fulfilling public records requests, overseeing Town Commission meetings, and coordinating elections. The Town Clerk/Administrative Services Director will be responsible for any/all other administrative duties assigned by the Town Manager and/or Town Commission.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Town Clerk/Administrative Services Director include but are not limited to:

- Fulfilling public records requests.
- Managing and ensuring the integrity of Town records in compliance with the Town's retention schedule.
- Attending Commission meetings and ensuring meeting minutes are completed for public meetings and closed sessions.
- Responsible for scheduling regular Commission meetings, workshops, special Commission meetings, and board meetings.
- Creating and distributing meeting agendas.
- Furnishing information about meetings to the public.
- Document and publish ordinances and resolutions.

- Ensuring compliance with all applicable laws related to public records, public notices, and elections.
- Coordinating the local election process and ensuring all standards are met in relation to the polls, election equipment, and public notices.
- Support procurement coordination of bids, requests for proposals, and requests or qualifications.
- Handle the collection and management of documents related to ethics filings for political candidates including campaign contributions and financial disclosures.
- Supervise the staff in the Clerk's office and ensure maximum productivity and compliance with applicable laws and best practices.
- Responsible for any/all other administrative duties assigned by the Town Manager and/or Town Commission.
- Attends Town events, activities, and emergencies as needed.
- Any/all other duties and projects assigned by the Town Commission.

KNOWLEDGE, ABILITIES AND SKILLS

Employees in the position of Town Clerk/Administrative Services Director should have:

- Considerable knowledge and experience in the area of public administration, communications and public relations.
- Ability to provide leadership, manage programs, functions and activities of the department, create initiatives and strategies and serve as an effective spokesperson.
- Ability to cooperate and communicate constructively with other Town departments, elected officials, and the public.
- Ability to perform multiple tasks correctly and efficiently under varying conditions.
- Ability to supervise employees including monitoring work activities, providing training, evaluating performance and foster creativity.
- Availability to work varying hours for meetings and elections.
- Computer skills – from electronic records management to email communications.
- Reporting- ability to create clear public reports and relay all important information to the public as needed.
- Ability to work independently with little or no supervision.

MINIMUM REQUIREMENTS

- Minimum of 5 years' experience in public administration required; preferably as a municipal clerk.
- Bachelor's Degree in Public Administration, Business Administration, Public Relations/Political Science, or related field; Master's Degree in Public Administration (Preferred).
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.