



# **TOWN OF MOUNTAINAIR**

## **TOWN CLERK**

### **Job Description**

#### **PURPOSE & NATURE OF THE JOB**

The Town Clerk is the Chief Administrative Officer of the Town of Mountainair. This is a highly responsible administrative, supervisory and coordinated work of varied nature in all aspects of municipal governmental activities.

Work involves administering and coordinating a variety of municipal activities as provided for by charter and statutes and authorized by the Town Council. Work includes responsibility for interpreting and executing ordinances and other directives of the Town Council and for representing the Town in local, regional, state and federal activities as directed by the Town Council. Work also involves participating in the maintenance and processing of municipal financial records and reports. Work is performed with latitude for independent action and decision-making under the policy guidance of the Town Council and is reviewed through meetings, reports, audits and observation of results obtained. This is a multi-disciplinary position that requires understanding of the principles of accounting, finance, law, project & contract management, human resources, information technology, operations management, strategic management, policy analysis and political science.

#### **DESCRIPTION OF TASKS PERFORMED**

Within policy and legal guidelines, assists the Town Council in coordinating, administering, and following through in regard to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances & statutes and directives to other departments, other agencies, and the general public.

Develops and implements administrative policies and guidelines in cooperation with the Town Council; advises department heads and other employees as to administrative procedures and policies.

Records Town Council proceedings; prepares agenda and minutes; maintains ordinance book; prepares resolutions and maintains records of such.

Arranges for publications of official and legal notice.

Maintains various municipal records, documents, prepares certified copies as requested, notarizes public records, reconciles bank accounts.

Receives applications for and issues various municipal licenses and permits.

Administers Town personnel ordinance, receives job applications.

As directed, represents the Town of Mountainair in regard to local, regional, state, and federal matters, speaks to schools, civic groups, and other organizations.

Manage the Town drug policy and be the Town's Designated Employer Representative (DER).

Manages multiple tasks/projects and meeting strict deadlines.

Must have excellent interpersonal communication skills with other employees, contractors, and the general public.

Performs other work duties as required.

## **DESCRIBES MATERIALS, TOOLS, EQUIPMENT, WORK AIDS USED**

Operates a variety of office equipment including photocopier, adding machine, computer, fax machine, 2-way radio, telephone, computer. Operates other electronic components such as surveillance cameras/DVRs, timers for school flashing lights, electronic door locks, electronic gate lock at airport, and flow meter at sewer plant.

## **EXPERIENCE**

High School Diploma or equivalent

Must have the ability to CREATE and manipulate Excel workbooks for analytical and reporting purposes.

Training or experience equivalent to college or university studies in business administration, public administration, or related fields and some experience in professional governmental accounting work, including some at a supervisory level.

Must have or capable of learning thorough knowledge of the principals and practices of governmental accounting, budgeting, and payroll administration.

Should have knowledge of municipal ordinances and other legal requirements governing municipal operations, or the ability to acquire such knowledge in a relatively short period of time.

Should have knowledge of the operations of utility operations such as water, wastewater and natural gas and maintain compliance with state and federal regulatory agencies, or the ability to acquire such knowledge in a relatively short period of time.

Should have knowledge of grant writing and grant/program administration, or the ability to acquire such knowledge in a relatively short period of time.

Considerable knowledge of the functions, organizations, staffing, and operating procedures in the various Town departments, or the ability to acquire such knowledge in a relatively short period of time.

Knowledge of modern office practices and procedures and standard office and accounting equipment.

Ability to establish and maintain effective working relationships with department heads, other employees, public officials, and the general public.

Knowledge of legal requirements of the State Purchasing Act and ability to direct those activities and obtain a Certified Procurement Officer designation.

Obtain a Certified Municipal Clerk designation by the Municipal Clerk's Institute within five years of hire.

**REPORTS ONLY TO THE MAYOR.**