



Job Title: Town Clerk

Department: Town Clerk

Immediate

Supervisor: Town Manager

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Unclassified
Origination Date: 4/25/2010	Revision Date:	

BRIEF DESCRIPTION OF THE JOB:

Provides support to the Town Council by serving as Town Clerk. Serves as Chief Records Management Officer and Town historian. Serves as Chief Election Official for the Town. Responsible for guiding and establishing consistent communication that supports the goals and objectives of the Town, including management of the town’s website and various social media. Oversees the Town Clerk Department by providing leadership and direction and ensure that all projects, services, and programs of the Town Clerk’s Office are in compliance with the local, state and federal laws.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

S = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
L = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
M = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
H = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
V = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Monitors and oversees the council agenda packet process, including attendance at meetings, preparing meeting minutes, and ensuring that all meetings are in legal compliance with the Arizona Open Meeting Law. Ensures that all meeting follow-up is completed in a timely manner and is in legal compliance. Directs the recordation of Town’s legal documents, posting, and publication of required documents.
2	S	Administers and directs a comprehensive town wide Records Policy and Procedures Management Program by recommending policies, regulations and practices for carrying out program and consulting and advising Town staff to coordinate the various records policies and practices. Oversees administration of town ordinances and resolutions, indexing files, and maintaining and updating Town Code. Ensures the Town’s historical documents are preserved. Oversees and participates in a disaster recovery program for the Town’s official records. Ensure compliance with State Public Records Statutes and all federal laws pertaining to records.



3	S	Serves as Chief Election Official for the Town. Directs and coordinates the Town's periodic 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 state and federal laws. Responsible for complying with all Campaign Finance, Initiative, Recall, and Referendum state and federal requirements.
4	S	Receives, monitors, and processes all Public Records Requests. Serves as District Clerk for all Town Community Facility Districts. Serves as Secretary to the Sahuarita Public Safety Personnel Retirement Board.
5	S	Processes and issues all Regulatory Licenses, including business licenses, door to door sales licenses and street vending licenses.
6	S	Responsible for guiding and establishing consistent communication that supports the goals and objectives of the town, including management of the town's website and various social media and incorporating all forms of electronic, written and oral communications to targeted audiences.
7	S	Responsible for researching and developing the annual department budget. Ensures compliance with council approved budget by overseeing and managing all expenditures, contracts, and other financial documents. Prepare monthly variance report.
8	S	Directs, supervises, counsels, trains, develops, and evaluates department staff. Addresses employee concerns and problems, counsels and redirects staff as necessary, completes employee performance evaluations on all department staff.
9	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
10	S	Works in a safe manner and reports unsafe activity and conditions. Follows town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Safety Manual.



JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education	Requires a Bachelor's Degree in Business, Public Administration or related field. A Master's Degree is preferred.
Experience	Requires five years experience working in a municipal setting, including three years at the supervisory or management level; or, any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.
Certifications and Other Requirements	Notary and Certified Municipal Clerk designation (CMC) preferred, or ability to obtain CMC within two years of hire.
Driver's License	Valid Driver's License required, Arizona Driver's License required within ten days of hire.



PHYSICAL DEMANDS

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Continuously
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers	Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment	Climbing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input checked="" type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site	Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site
Lifting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Foot Controls	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone
Carrying	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Balancing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input checked="" type="checkbox"/> On step stools
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving	Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files	Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input checked="" type="checkbox"/> Monies	Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment
Kneeling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground	Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle
Crawling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches	Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public
Other					



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, printer, scanner, calculator, telephone, postage meter, vehicle, Standard Microsoft Windows and Office software, the Internet and various department specific software packages.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		
Mechanical Hazards	N	Dirt and Dust	N	
Chemical Hazards	N	Extreme Temperatures	N	
Electrical Hazards	N	Noise and Vibration	N	
Fire Hazards	N	Fumes and Odors	N	
Explosives	N	Wetness/Humidity	N	
Physical Danger or Abuse	N			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	
Work on Weekends	X
Typical 40 Hour Work Week	X
Overtime	X
Call Out	

PROTECTIVE EQUIPMENT REQUIRED:

N/A



NON-PHYSICAL DEMANDS:

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Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
NON-PHYSICAL DEMANDS				
Time Pressures				C
Emergency Situations				N
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				O
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				O
Noisy/Distracting Environment				R
Performing Mathematical Calculations				O
Supervision and/or Managerial				C

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town’s values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

375 W Sahuarita Center Way, Sahuarita, Arizona 85629 - (520) 822-8813 – Fax (520) 822-8895