



Deputy Town Clerk/Management Analyst

Temporary Full-Time Position: June through December 2019

The Town of Fairfax is seeking a motivated and experienced professional to fill a six-month full-time position in the Town Clerk's office. The ideal candidate will be organized, detail-oriented, technologically-inclined, and have prior experience working in the public sector. Strong verbal and written skills, as well as excellent interpersonal skills, are essential. The ideal candidate will have the ability to quickly become proficient in internal systems and be able to work independently.

Description: Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Town Clerk's Office including: the preparation of Town Council meeting agendas, staff reports, minutes, ordinances, resolutions, and contracts; the maintenance of official documents and records; and the administration of Town elections. In addition, performs a variety of complex and highly responsible administrative tasks for the Town Manager, develops public relations materials and website content; responds to requests from the public for information and records; and interacts with other town staff, town council, community representatives, and citizens regarding programs and issues.

Ability to:

- Communicate clearly, both orally and in writing.
- Implement Town communication strategy and outreach efforts.
- Maintain cooperative relationships with Town officials and employees, the general public, and representatives of other agencies.
- Administer local elections, properly interpret and make decisions in accordance with laws, regulations, and policies. Familiarity with the Elections Code, Fair Political Practices Act, Brown Act, and Public Records Act is preferred.
- Maintain accurate records.
- Prepare staff reports and memoranda.
- Use independent judgment and personal initiative.

The first review of applications is April 29, 2019. The first round of interviews is expected to take place the week of May 6, 2019. The position is open until filled.

The position would be 20 hours per week beginning in early/mid-June, and 40 hours per week beginning July 16, 2019.

Compensation: Hourly rate without benefits ranges from \$31- \$44/hour DOQ.

Please email cover letter and resume to Michele Gardner, Town Clerk, mgardner@townoffairfax.org.