

TOWN OF FAIRFAX DEPUTY TOWN CLERK / ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, performs a variety of difficult, complex and highly responsible administrative, records management and support functions for the Office of the Town Clerk; plans, participates in, and coordinates the maintenance of official Town documents; coordinates the document imaging system; assists in the election process; assumes all duties and responsibilities of the Town Clerk in his/her absence; prepares, presents, and delivers public and employee communications including web and social media postings and coordinating the Town newsletter; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst / Deputy Town Clerk is a position within the Town Clerk's Office with duties specifically related to Town Clerk support and Town-wide Communications. The incumbent exercises a substantial degree of judgment over a variety of administrative, records management and other functions.

This class is distinguished from the Deputy Town Clerk / Assistant to the Town Manager by the latter's responsibility for all Office of the Town Clerk duties and functions and for its responsibility to provide executive support to the Town Manager.

SUPERVISION GIVEN AND RECEIVED

Supervision is provided by the Assistant to the Town Manager. Direction may also be provided by the Town Manager. This position provides no direct supervision, but may provide indirect supervision, training, guidance, technical support to other Town staff in the position's areas of expertise.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Plans, organizes, and participates in the work involved in maintaining official Town documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the Town and subsidiary authorities.
- Participates in the development, implementation and monitoring of goals, objectives and policies for the Town Clerk's Office.
- Participates and provides schedules and analysis in the development and administration of the Town Clerk's budget.
- Coordinates the document imaging program and maintenance of complex filing and computerized record systems; analyzes and evaluates technology relative to records management.
- Ensures compliance with government codes for records retention and destruction, assists with preparation of records retention schedules and administers the storage, retrieval and destruction of documents.
- Serves as acting Town Clerk in the Clerk's absence and signs and attests to official documents as needed.
- Accepts legal documents on behalf of the Town and distributes or processes them appropriately.
- Compiles, organizes and interprets data, writes reports and prepares correspondence.
- Analyzes administrative and operational situations and recommends change as needed.
- Materially participates and supports the Town Clerk in the planning and conduct of Town elections.

- Materially participates and supports the Town Clerk as the Town filing officer for Political Reform Act filings.
- Directs and participates in file research and document certification.
- Maintains and monitors the Town website and coordinates, designs, develops, and posts various Town notices and information, including regular updates with information from all Departments.
- Coordinates, prepares, and conducts marketing, public relations, and outreach programs; prepares and compiles marketing material including the Town Newsletter, brochures, posters, articles, advertisements, and flyers.
- Operates and uses modern office equipment and technology, including computers and applicable software.
- Attends Town Council meetings and provides staff support including preparing agenda packets and minutes as needed.
- Proofs, edits, and combines work of others into a finished report.
- Serves as staff for various advisory committees and governing bodies as assigned.
- Conducts studies and analysis of data and information from multiple sources, prepares accurate and informative reports and presentations on study and analysis results, may present findings to Council or an advisory body.
- Assists the Town Manager and Finance Director with preparation and monitoring Department budgets as requested.
- Generates documents and correspondence, communicates with others; updates computer system files; prepares, reviews, and maintains forms, files and other necessary records.
- Answers questions and provides information and assistance to the public in person, on the telephone, virtually, and in writing regarding highly specialized or difficult, complex Town administrative matters.
- Develops and maintains positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal and state laws and regulations, including the Political Reform, Brown and Public Records Acts.
- Principles, practices, and techniques of public records management including document imaging and applicable laws regarding records retention and destruction requirements.
- Principles, practices, and techniques related to the Town Clerk function.
- Principles and practices of public information, media relations, and community outreach.
- Website management.
- Concepts related to marketing and graphic design.
- Principles, methods, and practices of research, analyzing, compiling, and reviewing budgets and budget variance reports.
- English usage, grammar, spelling, and punctuation.
- Town government structure and processes.
- Effective public contact and public relations techniques and practices.
- Analysis and research methods and techniques.
- Computer programs and word processing applications as they relate to area assigned.
- Adobe Acrobat Pro DC, Zoom, Granicus, Microsoft Word, Excel, Publisher, and PowerPoint.

Ability to:

- Collect, compile, and analyze data from multiple internal and external sources.
- Apply, explain, and work in accordance with a variety of laws. Initiate and compose reports and correspondence.
- Establish and maintain comprehensive computerized and manual files and records systems.
- Use automated office and web-based and computerized systems.
- Establish and maintain effective relationships with those contacted in the course of work.

- Greet and engage with the public with courtesy and tact.
- Communicate effectively and tactfully in both oral and written form.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Present the results of research and data analysis effectively in oral, written, or graphic form.
- Establish and maintain effective working relationships with Town employees, applicants, candidates, elected officials, appointed citizens advisory committees, other public agencies, and the general public.
- Prepare clear and concise written reports, graphs, schedules, and presentations; reason logically and speak effectively.
- Lead by example, promote professional and respectful communications and relations with and between groups and individuals.

EDUCATION AND EXPERIENCE

A combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate’s degree or two years towards a Bachelor’s degree from a college or university in Business or Public Administration or a closely related field.

Three (3) years of progressively responsible experience, preferably in a municipal setting.

Licenses and Certifications:

Possession of or ability to obtain, an appropriate and a valid CA driver’s license within 120 days of employment or the ability to convey oneself from one geographical location to another multiple times a day, timely.

Special Requirements:

Ability to work a flexible schedule on any day or evening to support the Office of the Town Clerk and assigned public bodies.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Adopted: February 1, 2023

Resolution: # 23-05

Last updated: February 1, 2023

FLSA: Non-Exempt