

**TOWN OF FAIRFAX
DEPUTY TOWN CLERK /ASSISTANT TO TOWN MANAGER**

CLASSIFICATION/JOB DESCRIPTION

DEFINITION

Under direction of the Town Manager, this position assists in coordinating, directing, and evaluating the Town's departmental activities and operations; provides relief to the Town Manager of day-to-day duties associated with Town responsibilities. Envisions and oversees civic engagement and communication strategies. Under legislative authority and executive policy direction, performs department head-level duties for all functions of the Office of the Town Clerk prescribed in the Town's Municipal Code, State Constitution, Government Code, Elections Code, and the Fair Political Practices Commission Regulations. Initiates, develops, and implements policies and procedures to effect efficiencies and compliance to a variety of mandates. Conducts elections, administers campaign disclosure and economic interest filings required by the Fair Political Practices Commission; maintains and disseminates records of actions of the Town Council via adopted ordinances, resolutions, policies or contracts/agreements.

DISTINGUISHING CHARACTERISTICS

This single-position class serves in a variety of administrative, coordinative, analytical and liaison capacities, as required by the changing needs of the Town and as directed by the Town Manager. As a department head-level team member, assisting the Town Manager in the day-to-day administration of the Town is a primary responsibility. The position is also responsible for managing the Town in the absence of the Town Manager. Serves as the principal Town official in the Office of the Town Clerk. Scope of responsibilities is analytical and complex in nature, involving highly specialized technical knowledge related to the administration of local government. The incumbent has functional authority/responsibility for overseeing activities that have a Town-wide day-to-day operation of the Office.

SUPERVISION RECEIVED AND EXERCISED

The position receives administrative direction from the Town Manager. Project direction may be provided for other staff, depending upon the needs of the Town and direction from the Town Manager. Under legislative authority and executive level policy direction, the Town Clerk's authority and responsibilities are primarily established by State Law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Assist and participate in the development and implementation of goals, objectives, policies, and priorities for Town-wide government.
- Serve as Acting Town Manager when assigned.
- Establish department goals, objectives, policies, and priorities and identify resource needs.
- Supervise the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review by the Town Manager.
- Direct, prepare, and oversee the preparation of a wide variety of reports, analyses, recommendations, and presentations for the Town Council, Town management, and outside agencies.
- Confer with department heads, Town Attorney, and employees regarding policy and procedure changes of significant impact.
- Acting in consultation with the Town Manager, provide input on operational considerations during budget discussions, focusing on staffing requests and proposing alternative methods of achieving departmental and/or Town service needs.
- Assist the Town Council and the Town Manager in intergovernmental relations and act as liaison with other governmental jurisdictions; track state and federal legislation and assist in the evaluation of proposed legislation to determine the potential impact on the Town; prepare various related statements and responses, and coordinate and perform other lobbying efforts.
- Manage Town IT activities and functions, as required.
- Develop and monitor the Town Clerk's Office budget.
- Manage the Town Council meeting agenda process ensuring compliance with all transparency laws to provide access to meeting materials to the public within the mandated timelines.
- Serve as the Elections Official, coordinating the even-year consolidated general municipal election with the Marin County Registrar of Voters and managing any special election necessitated by a qualified filing of an initiative petition, a recall petition or a referendum petition.
- Serve as custodian of official Town records and public documents; perform attestation or certification for the Town as required on legal documents and other records requiring such certification and/or affixing of the Town seal.
- Attend regular and special Town Council meetings including running, managing, and establishing the procedures for virtual meetings.
- Produce summary action minutes for Council meetings.
- Act as filing officer for monitoring campaign statements and economic disclosure filings of Town officials covered in the Conflict of Interest Code.
- Administer the provisions of the Political Reform Act and the Public Record Act (PRA) including responding to all PRA requests.

- Direct the posting and publication of required legal notices, in accordance with applicable laws.
- Coordinate the codification of adopted municipal ordinances with the codifier to update the Fairfax Municipal Code.
- Administer Oath of Office to elected officials, Town officials, and appointees to Town Boards, Commissions and Committees.
- Coordinate the biennial update to the Town's Conflict of Interest Code and the annual appointments of Council Members to other agency boards
- Attend conferences and regional meetings to keep updated on new policies, laws, and/or mandates affecting the scope of responsibilities of a Town Clerk.
- Assist the Town Council as needed.
- Attend Town meetings on evenings, weekends, and/or holiday as required.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public administration including the operations and functions of a municipal government; basic principles of municipal financing, budgeting, administration, and reporting; administrative practices; principles and methods of goal setting and program development/implementation; principles and practices of leadership, motivation, team building and conflict resolution; principles and practices of community building and civic engagement; basic principles, practices and operation of information systems technology related to a network environment; principles and practices of labor and employee relations; public records management principles and practices; methods and techniques of presenting information to the public. State Elections Code; State Government Code as it pertains to the office of Town Clerk; filing provisions of the State Fair Political Practices Commission; the Brown Act; the Public Records Act, principles and practices of modern public administration; advanced research techniques; organization and functions of municipal government, including the roles of a Council/Manager form of government; principles and practices of records management, including records retention laws; modern office practices and procedures including business correspondence, filing and proficiency in Microsoft Office software applications.

Ability to:

Analyze a variety of administrative and organizational problems and to make sound policy and procedural recommendations. Establish and maintain cooperative relationships with civic and community groups, Council, intergovernmental agencies, and employees. Foster a team environment among the departments; develop and maintain positive public relations with emphasis on customer service. Plan, coordinate

and supervise and/or direct the duties of the Town Clerk's Office; interpret and apply regulations, policies and procedures. Communicate clearly and concisely, both orally and in writing, prepare and administer a departmental budget; demonstrate intellectual capabilities to make sound decisions; prepare and make effective presentations; prepare complete and accurate reports, advanced work for prolonged periods of time; and work in a less than optimum public building.

Skill to:

Communicate well both in writing and orally and must be proficient in use of office computer and Microsoft Office software applications.

Type at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment.

Experience and Training Guidelines:

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

Experience

Any combination of education and experience that has provided the required knowledge, skills and abilities necessary for the position. Minimum requirements include a bachelor's degree from an accredited college or university with major course work in public administration, business administration or a closely related field. A Master's degree in public administration or closely related field is preferred. Possession of Certified Municipal Clerk (CMC) designation is highly desirable.

Six years of increasingly responsible and varied administrative experience in municipal government. Minimum three (3) years; five (5) years' experience preferred in performing responsible and complex executive level duties in a Town Clerk's Office.

MONTHLY SALARY RANGE:

Salary range and benefit are pursuant to the adopted Management Resolution.

FLSA: Exempt