



Staff Report

TO: Honorable Mayor and Members of the Town Council
FROM: Wes Heathcock, Town Manager
DATE: **October 8, 2024**
RE: Town Clerk/Administrative Services Officer – Job Description and Salary Range

Recommendation

Approve the description and salary range for the Town Clerk/Administrative Services Officer position.

Issue Statement and Discussion

At the March 5, 2024, election, the voters of Loomis approved Measure A, which made the position of Town Clerk an appointed position rather than an elected position. The current Town Clerk's term of office will end December 8, 2024.

The Loomis Municipal Code ("LMC") sets forth duties of the Town Clerk (attachment A). The LMC also grants the Town Manager the authority to "appoint, remove, promote and demote any and all officers and employees of the town, except elective officers and the town attorney, subject to the personnel rules and regulations of the town." (LMC 2.12.040.C.) The Town Clerk/Administrative Services Officer fits within the officer personnel, therefore, is under the Town Manager authority.

Staff reviewed the job duties of the Deputy Town Clerk/Administrative Services Officer and adjusted based on the new Town Clerk/Administrative Services Officer position approved by the Town of Loomis voters. In addition, the Town Clerk/Administrative Services Officer salary range was reviewed, and the recommended salary range remain the same as the Deputy Town Clerk/Administrative Services Officer since the duties are relatively the same. The Town Clerk/Administrative Services Officer salary range 36 is \$41.12 to \$49.98 per hour.

The Town Clerk/Administrative Services Officer position will commence at the termination of the Elected Town Clerk term on December 8, 2024.

CEQA Requirements

The proposed action is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines section 15061(b)(3) and is not a project pursuant to section 15378 because it will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Financial and/or Policy Implications

The Town Clerk/Administrative Services Officer position is budgeted in FY 2024/25 at the salary range proposed. The Town Clerk/Administrative Officer position will replace the Deputy Town Clerk/Administrative Officer position effective December 8, 2024.

Attachments

- A. Town Clerk/Administrative Services Officer Job Description

TOWN OF LOOMIS

RESOLUTION NO. 24 - ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE TOWN CLERK/ADMINISTRATIVE SERVICES OFFICER POSITION

WHEREAS, The Town Clerk/Administrative Services Officer position is a pivotal role in maintain compliance with state regulations; and

WHEREAS, Staff has prepared the appropriate job description for the Town Clerk/Administrative Services Officer position; and

WHEREAS, The Town Clerk/Administrative Services Officer salary range is 36 is \$41.12 to \$49.98 per hour.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis adopts a resolution approving the job description and salary range 36 for the Town Clerk/Administrative Services Officer position.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 8th day of October 2024, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Mayor

ATTEST:

Deputy Town Clerk

TOWN OF LOOMIS

TOWN CLERK/ADMINISTRATIVE SERVICES OFFICER

DEFINITION

Plans, directs, and coordinates the activities of the office of the Town Clerk/Administrative Service Officer. Assists Town Manager as needed. Coordinates, through Town Manager, Councilmembers activities - including preparation of Council agenda and packet, maintain comprehensive records of all proceedings of the Town, and filing officer for required disclosures. Coordinates special events as needed. Assist front counter as needed. Processes Claims. Process Human Resource paperwork for new employees and exiting employees. Compliance with the Public Records Act. Make sure meetings are conducted openly (Brown Act).

DISTINGUISHING CHARACTERISTICS

The Town Clerk/Administrative Services Officer is a vital member of the management team. As such, duties include long and short-range planning, working towards smooth coordination and effective operations of the Town. This position is self-directed, organized and must have good communication skills as well as the ability to handle a variety of tasks and responsibilities simultaneously. Demonstrates tact and discretion and is a highly professional and motivated individual.

REPORTS TO

Administrative direction received from the Town Manager.

EXAMPLES OF DUTIES

- Attends Town Council meetings and Study Sessions
- Records all official proceedings, prepares minutes
- Prepares legal notices and publications
- Prepares and organizes printing and distribution of the Council agendas and packets
- Files and indexes of all proceedings of the Town Council
- Serves as the official custodian of public records (ordinances, resolutions, contracts, deeds, agreements, etc.), and maintains overall responsibility for the Town records management system, including retrieval and copying of documents for the public and Town staff
- Serves as Elections Official and coordinates elections with Placer County
- Serves as filing officer for required disclosures under the Political Reform Act (700 forms, etc..) and annual mandates
- Keeps track of annual employee policy review and AB 1234 and AB 1825 training
- Administers oaths of office to elected officials, commissions, and Town employees
- Provides staff assistance to the Town Manager
- Prepares and presents staff reports and other necessary correspondence as needed
- Assists in developing, planning, and implementing goals and objectives
- Monitors and approves expenditures for Administrative department and Clerks office
- Trains, motivates and evaluates assigned personnel

- Assists in developing and implementing systems and procedures
- Maintains the safekeeping, updating of all official municipal documents
- Works with the Town Engineer on the processing/filing for assessment/noticing/maintenance districts and processes the annual Director Charges through the County
- Processes and maintains claims (risk management) with SCORE
- Assists the public and staff by providing information and research assistance
- Maintains Personnel records, Town Policies and Procedures
- Prepares Clerks and Administrative budget
- Receives and processes petitions and summons
- Codifies, distributes updates and copies of Town Municipal Code
- Process new employee's paperwork for CalPERS, health benefits, etc.
- Schedules appointments, meetings, travel arrangements as needed for Council through Town Manager
- Assists with telephones and public at the counter as needed
- Coordinates special events and reserving town properties for special events
- Maintains professional ethics, trust and confidentiality of the office
- Maintains a positive and cooperative working relationship with the public and staff

TYPICAL PHYSICAL REQUIREMENTS

Must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job functions. Capable of standing or sitting for long periods of time. Ability to meet deadlines and work under pressure.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and organizations of California Local Government
- Principals and practices of office management and supervision
- Ralph M. Brown Act, Political Reform Act, and Election law
- English usage, grammar and public speaking skills
- Operation of all standard office equipment with emphasis on computer word processing
- Records management procedures
- Format and content for notices, ordinances, resolutions, and other documents
- Public relation skills to provide an excellent impression to the public on behalf of the Town
- Budgeting

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Understand governmental laws, codes and procedures
- Organize and maintain office records, retention/destruction and file system
- Gain cooperation through discussion and persuasion
- Prepare and administer a budget
- Select, supervise, train and evaluate assigned staff

- Provide information and material in compliance with laws, regulations and policies

Training and Experience:

A Bachelor's degree from an accredited college with emphasis on public or business administration, or, five years of progressively responsible administrative experience involving public contact and records management skills. Word processing skills required. Certified Municipal Clerk standing desirable or within three years of initial position.

Adopted: XXXX 2024
FLSA: Exempt
Salary Schedule: Salary Range 36