

TOWN OF FAIRFAX

STAFF REPORT

TO: Mayor, Members of the Town Council **DATE:** January 10, 2013
FROM: Judy Anderson, Town Clerk/Interim Town Manager
SUBJECT: Request for authorization to advertise for the Deputy Town Clerk position

Recommendation

Motion to authorize the Interim Town Manager to advertise for the Deputy Town Clerk position.

Discussion

As you know, I am preparing to retire. I would like an opportunity to hire a deputy to train before my departure. Hiring a Deputy soon would allow time to train someone in the Town Clerk position and would give the new Town Manager an opportunity to be part of that selection process. The person hired as Deputy Town Clerk could subsequently be chosen for appointment to complete my term as elected Town Clerk or could serve in a different capacity at the pleasure of the new Town Manager and the Town Council.

Fiscal Impact

Initially, there would be a savings, because the Deputy Town Clerk's salary would be lower than my current salary. Recommended salary range of \$4,220 - \$5,436/month

Attachment

Deputy Clerk Job Description

Job Title: Deputy Town Clerk

SUMMARY

This position reports to an elected Town Clerk and is responsible for maintenance of the Town's official records, for recording and producing the minutes of Town Council meetings; providing administrative support to the Town Clerk; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends and records Town Council Meetings, generates agendas and minutes using modern technology.
- Answers telephone calls, responds to email, phone and counter requests for information and assistance.
- Prepares agenda packets for Council meetings.
- Files and indexes official Town records as prescribed.
- Maintains other Town and departmental records and files.
- Processes newly adopted resolutions and ordinances for incorporation to Town records.
- Photocopies, assembles and distributes various reports and materials.
- Composes routine correspondence related to the department's functions.
- Assists Town Clerk with reports and correspondence.
- Administers oaths of office to commissioners, police department sworn personnel, and related positions.
- Affixes the Town seal to certify official documents.
- Performs various office administrative functions.
- Functions as the Town Clerk in his/her absence.
- May supervise assigned clerical support personnel.
- Assists interested candidates with all aspects of running for an elected position and serves as an election coordinator.
- Responsible for ensuring all designated Town employees comply with the filing obligations of the Fair Political Practices Commission (FPPC).
- Performs related duties as required.

KNOWLEDGE OF:

- Codes and regulations governing maintenance of official Town records.
- Basic office practices and procedures including filing and the operation of standard office equipment.
- Correct English usage including grammar, spelling and punctuation.
- Business letter writing and standard and specialized formats for typed materials.
- Basic arithmetic and statistical record keeping.
- Operation of modern office equipment including PC and related software.

ABILITY TO:

- Type accurately at a net rate of 60 words per minute from printed copy.
- Effectively run a records management and retention program.
- Operate various standard office equipment.
- Compose routine correspondence independently.
- Use initiative and sound independent judgment within established guidelines.
- Communicate tactfully and effectively with the public.

- Attend Town Council and related meetings outside of normal business hours.
- Operate modern office equipment including PC and related software including web publishing, document imaging, Excel, Access and PowerPoint.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience: Five years of progressively responsible administrative, secretarial, or clerical level experience including experience in the custody and maintenance of official documents, records and files. One year of lead or supervisory experience is desirable.

Training: Equivalent to graduation from high school. College level course work in public or business administration or closely related field is desirable.

License: Possession at the time of hire and continued maintenance of an appropriate California driver's license is a condition of continued employment.

Special Requirements: This position requires the ability to work other than normal business hours, including evenings.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

DEPUTY TOWN CLERK

| | | MONTHLY | ANNUAL | |
|--------------|-------|----------|-----------|-----------|
| GROSS | LO | 4,220.00 | 50,640.00 | |
| | HI | 5,436.00 | | 65,232.00 |
| PERS (ER) | 6.70% | | 3,392.88 | 4,370.54 |
| PERS (EE) | NONE | | - | - |
| MEDICARE | 1.45% | | 734.28 | 945.86 |
| MED INS | E+2 | 1,738.44 | 20,861.28 | 20,861.28 |
| DENTAL INS | E+2 | 164.55 | 1,974.60 | 1,974.60 |
| LIFE INS | | 26.00 | 312.00 | 312.00 |
| WORKERS COMP | 2.41% | | 1,222.00 | 1,574.12 |
| TOTAL COST | | | 79,137.04 | 95,270.41 |