

POSITION DESCRIPTION	
POSITION TITLE: Town Clerk	REPORTS TO: Town Manager
DEPARTMENT: Executive	PAY SCALE: E-9 (Exempt)
<p>POSITION SUMMARY: Responsible for proper conduct of elections and ensures proper procedures are followed for publication, recording and transcription of town council minutes, and for the Town's boards, committees and commissions. Records Custodian of the Town's vital records. Administrator of Town's website. Clerk for Town Council and provides support to Town Manager and staff. Responsible for codification of Town ordinances.</p>	
POSITION QUALIFICATION/REQUIREMENTS	
<p>SPECIFIC CERTIFICATION AND/OR LICENSE REQUIREMENTS: NM Class D Driver's License with acceptable driving record, or ability to obtain within 30 days May require specialty certification</p>	
<p>EDUCATION-MINIMUM REQUIREMENTS: Bachelor's Degree in Business Administration or related field, or equivalent years of experience Certified Municipal Clerk Certification, or able to obtain certification within three years</p>	
<p>EXPERIENCE-MINIMUM REQUIREMENTS: Two years of experience as administrative assistant or office manager; experience with a government agency, preferred</p>	
<p>ABILITIES-MINIMUM REQUIREMENTS: Above average computer skills; excellent communication skills; public relations skills; and ability to pass drug and alcohol tests. Ability to read and understand statutes, ordinances, resolutions and proclamations. Ability to develop and implement relevant changes to process to comply with laws.</p>	
JOB DESCRIPTION	
<p>Coordinates all Town Council meetings. Ensures proper procedures are followed for publication, recording and transcription of Town Council meetings. Reads and understands statutes, ordinances, resolutions and proclamations. Develops and implements relevant changes to process to comply with laws. Responsible for proper conduct of municipal elections. Processes public records requests. Responsible for codification of the Code of Ordinances. Records Custodian for the Town's vital records. Ensures proper record management for the Town based on the Town's Records Retention and Disposition Schedules. Processes external funding applications and reimbursements and Lodger's Tax reimbursements. Administrator of Town's website. Performs other duties as assigned.</p>	
<p>WORKING CONDITIONS: Office environment.</p>	
<p>PHYSICAL DEMANDS: 1. (L) 12 13</p>	
February 2021	