



## **TOWN CLERK/ADMINISTRATOR (Full-Time)**

The Town of Fort Jones is seeking a hard-working, customer-service oriented person to serve as both the Town Clerk and the Town Administrator for the Town of Fort Jones. This is a full-time, management and department head classification. Salary will be commensurate with experience starting at \$95,000.

### **Examples of Duties**

Under the administrative direction of the Town Council, the Town Clerk/Administrator plans, organizes, and directs the day-to-day operations and activities of the Town Hall Office and Town staff, including administration, election management, the legislative function, maintenance and archival of public records and information. The Town Clerk/Administrator also serves as Clerk/Secretary to the Town Council and Election Official.

Duties include:

- Provide administrative support to the Town Administrator for the day-to-day operations and general oversight of the Town Hall Office:
  - Prepare agenda and take meeting minutes for each Fort Jones staff meeting
  - Monitor and direct office staff activities; provide professional and technical guidance as needed;
  - Interact with the public to handle complaints/respond to questions as an intermediary for the Town Administrator and Community Development Block Grant (CDBG) Housing Coordinator;
  - Oversee arrangements and set-up for Town of Fort Jones presentations and large community group meetings;
  - Prepare, sign, seal/certify, and record all ordinances, resolutions and agreements and other municipal legal documents;
  - Prepare and post legal and public notices as required by law for various matters including public hearings, reading of ordinances, and notices for available committee and board positions;
  - Process and distribute signed contracts and/or agreements;

- Receive, process, and file claims/lawsuits against the Town of Fort Jones; and
- Receive/open public works bids, prepare contracts, receive change orders, process stop notices and file notices of completion.
- Works closely with the Town Council and provides direction on their behalf to the Town Attorney, Town department managers, and other public and private entities to provide expert professional information and services.
- Provide complex, responsible and confidential administrative support to the Town Council:
  - Draft policies, procedures, agenda items and proclamations;
  - Accepts communications for the Council; answers Council correspondence; and sets up meetings as requested by the Council;
  - Compile and distribute agenda packets and related materials, memos, resolutions, ordinances, public recognition documents and communications; and
  - Attend Town Council meetings, takes and prepare official action minutes.

Other job-related duties are:

Write, proofread, edit content, oversee creative design for and maintain the Town of Fort Jones website; Create and administer content on all social media platforms, such as Facebook, Instagram, and Twitter, to ensure public engagement, monitor user metrics, and respond to reader comments.

## **Minimum Qualifications**

### **KNOWLEDGE OF:**

- Modern office practices, particularly with file organization and file retention, as well as California municipal law as it relates to functions of a Town Clerk's office;
- Basic supervisory skills and principles and practices of modern municipal management and administration, including the structure and organization in a Mayor-Council/Town Manager form of government;
- Principles/practices of contract development, administration, and evaluation; and as well as formats for preparation of municipal resolutions, ordinances and contracts
- Principles/practices of electronic and manual records as well as archival management, systems analysis and implementation for accepted legal and administrative procedures relating to records management systems, including filing, indexing, retrieval and retention of records and documents;
- Modern computer user applications, including word processing, microcomputer, and mainframe computer applications and proper English usage, spelling, punctuation and grammar; and

- Government codes pertaining to records management, municipal elections administration, and principles of public administration, management and supervision including but not limited to the Brown Act, the Maddy Act, the Public Records Act, and parliamentary procedures; the Political Reform Act and campaign disclosure requirements, the Elections Code with respect to municipal elections, and state laws governing charter cities.

#### **ABILITY TO:**

- Interpret, analyze, apply and implement a variety of complex state and Town laws and collect, review, organize and disseminate a variety of documents;
- Independently compose resolutions, ordinances, public hearing notices, oral/written reports, and correspondence consistent with appropriate formats and legal requirements;
- Independently organize, direct, manage, evaluate and motivate the work of assigned office and department staff on a variety of diverse work programs and activities to complete time-driven projects within deadlines;
- Establish and maintain effective working relationships with elected and appointed officials, other employees, and the public and communicate effectively, persuasively, tactfully, and positively (both orally and in writing); and
- Recognize and respond to organizational and operational difficulties.

#### **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee must be able to work in a standard office setting and use standard office equipment, including a computer, operate a motor vehicle to visit various Town facility and meeting sites, read printed and on-screen materials, communicate in person and over the telephone, as well as stand and walk between work areas.

Finger dexterity is needed to access, enter, and retrieve data using computer keyboard and/or calculator as well as operate standard office equipment. Frequent bending, stooping, kneeling, and reaching also necessary to perform assigned duties and maintain information in archives. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

#### **TRAINING AND EXPERIENCE**

A combination of education, training and experience performing complex administrative duties in an office environment as a City/Town Administrator, or other public administration role will be considered, as listed below:

- Education equivalent to an Associates of Arts degree in Business Administration, Public Administration, Human Resources, or related field supplemented by

education and specialized workshops/training specific to municipal clerk field (Bachelor's degree is preferred);

- Active International Institute Municipal Clerks (IIMC) membership preferred;
- Equivalent of three years of increasingly responsible experience as a City/Town Administrator or other public administration role that has provided the necessary knowledge, skills, abilities, and experience working with the public.

## **SPECIAL REQUIREMENTS**

This position requires frequent attendance at Town Council meetings.

Completion of high school or GED. Must be 18 years or older.

As a condition of employment, incumbents must pass all screening processes that are applicable to this position and will be required to be fingerprinted in accordance with State of California law.

## **LICENSES AND CERTIFICATES**

**Licenses:** Possession of a valid California Class "C" Driver's license is required.

**Registration/Certification:** Possession of, or the ability to obtain certification as, a Municipal Clerk (CMC) or Master Municipal Clerk (MMC) within 24 months of hire. Certification as a Notary Public is highly desirable.

## **Supplemental Information**

**TO APPLY:** All applicants must submit a completed Town of Fort Jones application via email to Adam Cox, Town Administrator at [adam@sectaris.partners](mailto:adam@sectaris.partners). If you have any questions about this position, please contact the Town Clerk's office at 530-468-2281 or visit the Town of Fort Jones website at <https://fortjonesca.org/> for additional information.

**SCREENING PROCESS:** Applications will be reviewed as received and candidates with backgrounds that most closely fit our requirements may be invited for an interview.

**REQUIREMENTS:** Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting.

**EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATION:** The Town of Fort Jones is an Equal Opportunity Employer. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing any special accommodation must contact the Town Clerk's Office Department at 530-468-2281 well in advance of the testing process to allow arrangement for such accommodation.