

**TOWN OF HAYDEN  
JOB DESCRIPTION – TOWN CLERK**

**Department:** Administration  
**Position:** Town Clerk  
**Wage status:** Full Time Salary Exempt  
**Wage Range** \$74,551 – 95,149 DOQ

**Benefits:**

**Vacation and Sick-Time:** Accrue 4 weeks of vacation and 12 days sick time annually.

**Health, Dental, and Vision Insurances:** The Town provides 100% coverage for the employee and their respective family for all insurances listed (valued at approximately \$27,000 per year for a family, \$7,200 per individual).

**Retirement:** The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options.

**Family Leave:** The Town has a 12-week family leave plan for family expansion or medical family needs which is exclusive of PTO or sick time so families can take the time needed and celebrate this wonderful and exciting time while saving PTO for time off of work or being at home to caretake for family members if needed.

**Hayden Center Membership:** A full paid membership at the Hayden Center is included for all full-time employees and their families.

**Supervised By:** Town Manager

**Supervision Over:** Deputy Clerk/Guest Services Town Hall

**Career Progression Notice:** There is no current promotion for this position at this time.

**Job Summary**

Performs a variety of complex, technical and administrative duties in support of the Town. Under the direction of the Town Manager, the Town Clerk provides support to the Town by preparing meeting agendas and information packets for the Town Council, recording and documenting official minutes of the council meetings, and performing

various other tasks as assigned by the Town Manager. Responsible for managing Town elections, administering the oath of office, and other duties as required. Maintains and acts as the official keeper of all Town official records and documents. Oversees business and alcohol licensing, and other functions as needed and assigned by the Town Manager.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares meeting agendas and information packets prior to all regular council meetings, special council meetings and work sessions, and records official minutes of all council meetings. Attendance at evening Council meetings is required.
- Attests to official documents, and publishes ordinances and legal notices as required by statute, charter, or ordinance.
- Serves as the Town's record custodian, document management, maintains Town record retention and coordinates disposal of records.
- Files, records, and maintains all agreements and contracts executed by the Town, all Ordinances and Resolutions, all policies and important goals and objectives adopted by the Town Council.
- Records and publishes ordinances and other legal documents in a timely manner in the newspaper and with the County Clerk and Recorder.
- Serves as the Designated Election Official for all municipal elections, special elections; prepares, distributes, accounts for election ballots; ensures compliance with applicable codes, laws, and regulations. Participates with County Clerk in coordinated elections.
- Administers oaths as necessary and as required by state statute.
- Assists in the preparation of ordinances and resolutions as directed.
- Ensures compliance with all federal, state and local laws.
- Provides general administrative needs including correspondence, monitors and reviews State and Federal legislation that may impact local concerns.
- Accepts legal papers served to the Town.
- Coordinates Open Records Requests; including forwarding the request to the correct department; assisting to locate the information and responding back to the requester in a timely fashion.
- Processes liquor licenses according to established procedures and in accordance with State Statutes and Town Codes; processes new licenses, renewals and special event permits.
- Accepts and processes applications for various licenses including business licenses.
- Monitors budgets controlled by the Town Clerk and approves expenditures.
- Maintains and updates changes to the municipal code, ensuring that code documents are up to date.
- Keeps City Seal.  
Supervises employees of the Clerical personnel. Develops work plans and schedules, directs, and coordinates work, coordinates training, evaluates performance, and manages progress on an on-going basis.

- Responsible for the effective and efficient operation of the Clerk's office on a day-to-day basis.
- Assists the Town Council, Town Manager, Public Works Director, Finance Manager, Recreation Director, Arts Director, Economic Development Director and Chief of Police as may be needed.
- Maintains personnel records.
- Assists the Finance Manager in preparation of the annual budget and yearly audit.
- Responds to Citizen's concerns as may be appropriate
- Performs the duties of the Secretary/Bookkeeper when required (see job description)
- Notarizes and/or attests signatures and administers oaths of office. Coordinates the updating of the Municipal Code. Performs related duties as established by law or ordinance or as reasonably directed by the City.
- Performs other duties as assigned by the Town Manager.

### **SKILLS:**

Knowledge of laws affecting Town Government, basic budgeting and accounting procedures, general office procedures; computer applications and programs; records management; personnel management; ability to compose and prepare correspondence and reports; maintain confidentiality; deal effectively with public concerns and other employees. Independent judgement and problem solving; organizational and scheduling skills.

### **MENTAL DEMANDS:**

Major and basic decision making; routine and non-routine duties; works under deadlines and pressure; fiscal abilities; gather, analyze and compile data; attention to detail and accuracy; compliance with established procedures and policy.

### **EXPERIENCE:**

#### **Mandatory Qualifications and Requirements:**

- High School Diploma or GED
- Bachelors' Degree and or equivalent experience in office management or management in a similar position.
- Three (3) years of office and or management experience.
- Must be 21 years of age or older due to management of liquor license issues and laws dealing with liquor licenses.

### **WORKING CONDITIONS:**

Works under deadlines; stress; accuracy; small office conditions; additional hours above and beyond normal work week.

**PHYSICAL DEMANDS:**

Good physical condition; manual dexterity.

**SPECIAL REQUIREMENTS:**

- Notary of the public or ability to get notary license within 6 months of employment.
- Certified Municipal Clerk or ability to obtain Municipal Clerk's Certification within two (2) years of employment.
- Performance of basic Finance Manager's duties and responsibilities in his/her absence. Other duties as may be assigned by supervisor.

***Notice***

*This job description is not intended to be a comprehensive list of activities, duties or responsibilities for this job. The duties, expectations and actions listed for this role may change at any time with or without notice.*

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.

***EEO Statement***

*We believe equity, diversity, inclusion and belonging (DEI&B) makes us stronger. The Town of Hayden provides equal employment opportunities to all employees and applicants without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or identified by those persons.*