

Position Title: Deputy Town Administrator/ Town Clerk

Department: General Government

Direct Report: Town Administrator

JOB SUMMARY

The Deputy Town Administrator/Town Clerk is an exempt position responsible for performing a wide range of complex administrative duties within the General Government Department. This role involves conducting analysis, evaluation, research, and written and verbal communication. The position also supervises programs and projects that require administrative expertise and regular interaction with the Town Council, other departments, and the community. In coordination with the Town Administrator, the Deputy Town Administrator/Town Clerk provides oversight of the General Government Department and related municipal services.

Supervision Required: The employee works under the supervision of the Town Administrator.

Supervisory Responsibility: The incumbent is a managerial employee, exercising direct and general supervision over employees. The incumbent does plan and carry out a planned work program, situations and circumstances may necessitate changes in priorities.

ESSENTIAL FUNCTIONS

- Assists the Town Administrator in overseeing the professional and administrative responsibilities and direction of Town affairs, including the planning, organizing, supervising and directing all assigned functional responsibilities.
- Responsible for assisting Town Administrator around Operations and Development, including, but not limited to, the following:
 - Provides general management assistance to Town Administrator in structural reorganization, inter-departmental communications and public relations.
 - Assist with the oversight of administrative services of the Town Administrator's Office. Assists task forces, citizens committees and various employee groups in researching issues and providing analysis of existing operations and in proposing future directions.
 - Oversee development of departmental capital plan and budgets, and develops a comprehensive and timely budget.
- Assist in the development of departmental goals and objectives.
- Provides a variety of professional and administrative responsibilities to the Town Administrator in numerous areas of Town management and operations, on an assigned basis.
- Serves as Acting Town Administrator in the absence of Town Administrator.
- Maintain custody of official records and archives of the Town
- Ensure the maintenance and availability of records and information needed to provide an accurate account of government actions
- Ensure historical Town records are collected and preserved
- Oversee the development and implementation of the Town's record management procedures and guidelines
- Serve as the corporate secretary and maintain custody of the Town Seal.
- Serves as a Notary for the Town.

- Direct the preparation, review, and editing of agenda packets and official records for all Town Board of Commissioner meetings; ensure the recording of Town Board of Commissioners meeting actions are accurate and timely.
- Provide and manage the official notification and follow up of Town agenda items including ordinances, resolutions, agreements, deeds, and easements to the public regarding public hearings including legal advertising of notices.
- Respond to request for public records.
- Administer municipal elections in accordance with local, state, and federal regulations; and accept, verify and maintain filings from candidates for office.
- Attest, publish, index and file ordinances and resolutions
- Execute official Town documents; administer and file oaths of office and oaths of allegiance.
- Manage and post Council agendas
- Attend, coordinate, and record Council meetings.
- Performs other related duties as required.

QUALIFICATIONS

- Extensive knowledge of municipal government functions, organization, and the methods and techniques employed in town government operations.
- Extensive knowledge of public procurement principles, practices, and procedures.
- Working knowledge of municipal finance administration, including budgeting.
- Working knowledge of applicable federal and state laws and regulations relevant to municipal government activities.
- Working knowledge of municipal insurance programs, including implementation techniques and strategic planning.
- Strong negotiation skills to facilitate acceptable resolutions to issues and shared concerns.
- Ability to establish and maintain effective and harmonious working relationships with citizens, public officials, and municipal professionals.
- Excellent oral and written communication skills.
- Ability to prepare complex technical and statistical reports.
- Strong organizational skills with the ability to manage time effectively while addressing multiple priorities and details.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university in public administration, business administration, records and information management, or a related field.
- A minimum of six years of increasingly responsible professional and technical experience, including substantial experience in a public agency.
- At least two years of administrative and project management experience and a minimum of one year of supervisory experience.
- Spanish-speaking ability is desired but not required.

LICENSE/CERTIFICATIONS

- Possession of, or ability to obtain a Certified Municipal Clerk (CMC) accreditation within two years of employment. A Master Municipal Clerk (MMC) accreditation and Certified Records Manager (CRM) designation preferred.
- Possession of a valid driver's license.

COMPENSATION AND BENEFITS

- Salary Range: \$XX,XXX-\$XX,XXX annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System