



# Town of Upper Marlboro

## Job Descriptions

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**Position Title:** Town Clerk

**Classification:** ~~General Government~~Management

**Direct Report:** ~~President and~~ Town Administrator

**Town Paygrade:**

### Classification Description Summary

Under administrative direction of the ~~President/Mayor, Board of Town Commissioners, and~~ Town Administrator, plans, organizes, provides oversight to and participates in all Town Clerk functions, including retaining custody of and maintaining the Town's official records and history; coordinating the conduct of Town elections; directs, manages, supervises, and coordinates assigned activities and operations of the Town's Office, including the preparation of agenda and meeting materials and minutes for Town Board of Commissioners meetings; coordinate assigned activities with other divisions, departments, and outside agencies, including responding to requests for public records; and provide highly responsible and complex administrative support and technical assistance to the ~~Mayor and Town Commissioners~~Town Administrator.

### DISTINGUISHING CHARACTERISTICS

This is a single position class, which is appointed by the Mayor and Town Commissioners under authority of the Town Charter in accordance with applicable Maryland Revised Statutes, as the Town's election official, custodian of records, legislative administrator and the official collector of penalties and other revenues except general taxes and special assessments. The incumbent is responsible for accomplishing goals and objectives of the office and for furthering Town goals and objectives within general policy guidelines.

### Essential Functions

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assumes ~~management~~ responsibility for all services and activities of the Town Clerk's Office.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- ~~Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Town policy, appropriate service and staffing levels.~~
- Maintains custody of official records and archives of the Town; ensures 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.

- ~~• Plan, direct, coordinate, and review the work plan for the Town's Office; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.~~
- ~~• Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.~~
- ~~• Oversee and participate in the development and administration of department annual budgets; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.~~
- 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.
- ~~• Manage the collection and deposit of Town fees, penalties and revenues except general taxes and special assessments; ensure compliance with overall Town financial goals, policies and auditor recommendations.~~
- 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.
- ~~• Serve as liaison with other Town departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues; provide guidance and direction to other departments in the development of reports, resolutions and other materials for submittal to the Town Board of Commissioners.~~
- Serve as staff to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Town Administrator.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures of the Town Clerk's Office as appropriate.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field; incorporate new developments as appropriate.
- Provide assistance to internal and external customers; respond to and resolve difficult and sensitive inquiries and complaints; retrieves documents as necessary in response to requests for information.
- Assists coordination and design of communication and outreach efforts.
- Perform related duties as required.

## **Minimum Qualifications**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

## **Education and Experience Guidelines**

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

### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records and information management, or a related field.

### **Experience:**

~~Three~~ <sup>Six</sup> years of increasingly responsible professional and technical experience that includes substantial experience in a Town Clerk's Office or other public agency with similar duties as the Clerk, and two years of administrative and project management ~~and at least one year of supervisory responsibility.~~

### **License or Certificate:**

High School Diploma or GED equivalency required. An associate degree or bachelor's degree is preferred but not required.

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 appropriate drivers' license.

### **Supplemental Information**

Environment: Work is performed primarily in a standard office environment between the hours of 9am-5pm Monday through Friday with some travel to different sites. ~~Works is performed primarily in a standard office setting.~~

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

## **Compensation & Benefits**

- Current starting salary- N/A
- Full health, dental, and vision benefits
- Annual/vacation, sick, bereavement, and paternity leave.
- Maryland State Retirement System





# Town of Upper Marlboro

## Job Descriptions

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**Position Title:** ~~Deputy Clerk~~/Administrative Assistant

**Classification:** General Government

**Direct Report:** Town ~~Clerk~~-Administrator

**Town Paygrade:**

### Classification Description Summary

~~A perfect entry level position for a motivated individual interested in municipal government.~~

This position provides administrative support for all departments under the direction of the Town ~~Clerk~~Administrator. This position is responsible for extending upon the efficiency and effectiveness of the Town's Administrative Office. The Administrative Assistant-~~Deputy Clerk~~ is the first point of contact for residents and the general public. This position requires a person who likes working with the public, is friendly and professional, detail oriented, able to prioritize and ~~can~~ multi-task effectively. Though duties will vary, records maintenance and archiving historical documents will always be the task at hand.

### Essential Functions

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Provides administrative assistance to the ~~Town Clerk and~~ Town Administration.
- Responds to requests for information and assistance from Town residents and citizens via phone, email, and walk-in visitors. This includes providing copying, faxing, and notarizing services to the public.
- Assists with processing payments received in person, mail, or online.
- Assists the Town Clerk with the proper filing and management of documents per the Town's Records Retention Schedule.
- Assists the Town Clerk with all meetings of the Board, sharing responsibilities of developing agendas, posting required notices, and the preparation of minutes for the permanent record.
- Collects and processes incoming mail in compliance with established policies and procedures.
- Collects and processes incoming payments for services rendered at Town Hall in compliance with established policies and procedures.
- ~~Assists with the development and drafting of new Town Legislation, Policies and Directives.~~
- ~~Assists the Town Clerk in developing and maintaining mechanisms to enable the legislative process to include annual reviews of Town policies, directives, and Charter provisions.~~

Commented [MF1]: What is Lucy's role in the financial process?

Commented [KS2R1]: Collects payments for services rendered at Town Hall.

- Assists with parking citation payment and release processing requests from mail, phone and walk-in customers.
- Assists with the posting of content and timely postings of News, Alerts and Official Notices for the Town's Social Media outlets, Cable Access channel and Town website.
- Manages office equipment needs, establishes maintenance & upgrade schedules as needed.
- Manages the routine inventory and procurement of office supplies for the Town Hall Offices.
- Provides correspondence/contacts with State and County agencies for the Board as needed.
- Provides promotional and technical support for Town & Town Committee-sponsored events.
- Performs various management responsibilities for Special Town Projects and Events as assigned.
- Assists and supports Commissioners with Board ~~approved~~ tasks and duties approved by the Town Administrator, ensuring statutory and administrative integrity of town activities by upholding the provisions of the Town's Charter, Ordinances, Resolutions, Policies and Directives.
- ~~Serve on the Maryland Municipal Clerk's Association and/or other Boards & Committees.~~
- Performs related duties as required.

#### **Education and Experience Guidelines**

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

#### **Education/Training:**

High School Diploma or GED equivalency required. An associate degree or bachelor's degree is preferred but not required.

#### **Experience:**

2-3 years of progressively responsible management, administrative, or staff experience in government or office setting that provides a broad base understanding on issues material to organizational programs, processes, and influences.

#### **License or Certificate:**

Possession of an appropriate, valid driver's license.  
Become a Maryland State Notary within 90 days of start date.

~~Other~~

#### **Physical Demands and Working Environment**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office environment between the hours of 9am-5pm Monday through Friday with some travel to different sites.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a

computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Compensation & Benefits**

- This is an hourly/Non-Exempt position.
- Starting salary range is \$32,000 to \$49,530.
- Maryland State Retirement System
- 12+ paid holidays per year
- Medical benefits (health, dental, and vision)
- Annual/vacation, sick, bereavement, and family leave



# Town of Upper Marlboro

## Job Descriptions

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**Position Title:** Bookkeeper/~~Administrative Assistant~~

**Department:** General Government

**Direct Report:** Town Administrator

Town Paygrade 2

Job Summary: Bookkeeper job duties include working closely with the Town's Accounting team and the Town Administrator to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments. Position also assists with taking phone calls and assisting the public at Town Hall.

### **Essential Functions**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Record day to day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct day book, supplier's ledger, customer ledger and general ledger.
- Bring the books to the trial balance stage & perform partial checks of the posting process
- Assist Accounting firm with completing tax forms as needed and process IRS 1099 forms.
- Enter data, maintain records and create reports and financial statements.
- Process accounts receivable/payable and handle payroll in a timely manner.
- Assist with processing payments received in person, mail, or online.
- Responds to requests for information and assistance from Town residents and citizens via phone, email, and walk-in visitors. This includes providing copying, faxing, and notarizing services to the public.
- Assist with payroll as needed.
- Assist with grants as needed.
- Assist the Town Administrator and Code Enforcement Officer with the Town Business License program.
- Support Department heads (General Government, Public Works, Public Safety) with monthly credit card reconciliations and budget management & reporting.
- Perform related duties as required.

### **Minimum Qualifications**

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

- Handles stress effectively without interfering with performance.



- Organize, set priorities, and exercise sound independent judgement within area of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.
- Ability to keep office records and to prepare accurate reports from file sources.
- General knowledge of current office practices and procedures and knowledge of the operation of standard.
- Knowledge of QuickBooks or similar accounting software.
- Bilingual/Spanish Speaking preferred but not required.

### **Education/Training**

- High School Diploma or GED equivalency required.
- Associate degree or bachelor's degree is preferred but not required.

### **Experience**

- Two (2) years of progressively responsible administrative, or staff experience in local government or financial field.
- Broad base understanding on issues material to organizational programs, processes, and influences.
- Basic understanding of financial processes and/or payroll.

### **Physical Demands and Working Environment**

*The conditions herein 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 job functions.*

### **Environment**

Work is performed primarily in a standard office environment and remotely during both normal office hours. Telework opportunities available. There may be rare occasions for work and after hours, weekends, and holidays.

### **Physical**

Primary functions require sufficient physical ability and mobility to work in an outdoor event setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.