

TOWN OF CALERA
Calera, Oklahoma

JOB DESCRIPTION

JOB TITLE: **TOWN CLERK**

DEPARTMENT: Administration

PURPOSE OF POSITION: An elected position in the Town of Calera to perform a variety of clerical and administrative duties required by municipal government and/or as specified in the Town charter and/or Trust Indenture.

REPORTS TO: Elected Position

OTHER POSITIONS SUPERVISED: Utility Billing Clerk

I. PRIMARY DUTIES (ESSENTIAL FUNCTIONS)

- A1. Prepare agenda for town board meetings, take minutes of board meetings and maintain perpetual file of town board minutes.
- A2. Maintain official files of the Town, including contracts, ordinances, resolutions, election results, and all other archives.
- A3. Receive applications for licenses and permits and issue licenses and permits for a variety of purposes as provided in the ordinances or other regulations.
- A4. Provide assistance and consultation to Town Board and other administrative personnel in the management of the Town of Calera.
- A5. Supervise the function of utility billing and collection, according to established town policy.
- A6. Keep minutes of all meetings of the trustees of the Calera Public Works Authority and maintain complete and accurate records of all financial transactions, books and records to be on file in the office of the Trust.
- A7. Demonstrate responsibility of delegate (as applicable within requirements of regulations) duties of Court Clerk, maintaining all required records according to established policies and procedures.

II. RESPONSIBILITY FACTORS (The "B" section identifies those tasks which are common to all positions in this level of responsibility. The "C" section identifies those "behavioral" expectations required of all individuals I positions in this level of responsibility.

- B1. Demonstrate responsibility for implementation and compliance with all departmental and organizational policies, safety practices, and applicable regulatory requirements.
- B2. Attend board meeting as needed, making presentations on specific issues and/or projects, and providing technical assistance to board members as requested.
- B3. Review and approve all purchase orders and other expenditures for department.
- B4. Recommend and/or implement approved effective cost control measures regarding use of manpower, supplies and equipment.

- B5. Perform other duties as directed in a manner which supports the overall effectiveness of the organization, and the department.
- C1. Demonstrate sensitivity and responsibility for appropriate communications with elected officials, administrative staff, department heads, other department employees and the public, relaying appropriate information as necessary.
- C2. Use positive, logical approach to problem solving, exercising good judgment and initiative in performance of job duties.
- C3. Demonstrate responsibility for safe, economical use of Town equipment and supplies, reporting needs for repair and/or replacement to appropriate individuals in a timely manner, in order to keep repair cost to a minimum.
- C4. Demonstrate the ability to establish priorities regarding work related responsibilities, and to adjust to new circumstances or ideas as well as the changing needs of the department.

III. QUALIFICATIONS AND JOB REQUIREMENTS

Must meet all of the requirements set forth in Calera municipal ordinances which will allow the individual to be elected to the position of Town Clerk. In addition, the following qualifications are desirable:

Must possess any combination of education, training and/or experience which enables the individual to competently perform the essential functions of the job.

Must complete annual Clerk's training and maintain certification according to applicable state regulations.

Must be able to communicate and work effectively with a variety of individuals including employees, civic leader, the general public, governmental officials, etc.

Must be able to speak and write clearly and with authority.

Ability to analyze, organize and delegate.

Numerical ability required to evaluate statistical data and make various computations in planning operations and budgets for department.

Near visual acuity required to review statistical reports, regulatory reports, surveys and other related data necessary for the proper performance of essential job duties.

Talking and hearing (or equivalent) to converse with individual members of organization's staff and to address various groups.

EFFECTIVE DATE OF JOB DESCRIPTION: _____ DATE APPROVED _____

APPROVED BY DEPARTMENT HEAD: _____ DATE APPROVED _____

APPROVED BY TOWN BOARD: _____ DATE APPROVED _____

EMPLOYEE ACKNOWLEDGEMENT: This is to acknowledge I have received a copy of my job description. I understand the statements contained herein reflect essential duties required of my position as well as other general responsibilities, the level of qualifications and skills required, and other descriptive information. I understand that this job description is not necessarily an all-inclusive listing of responsibilities and that I may be required to perform other business related duties as requested, in order to meet the overall needs and objectives of the organization. In addition, I understand my signature is simply to acknowledge receipt of this job description and does not, in any way, constitute a contract of employment.

Employee's Signature: _____ Date: _____