



Town Clerk

Reports To: Town Administrator

Town of Bladensburg, MD
Town Clerk Job Description

JOB SUMMARY

This position is responsible for managing and supervising the preparation and maintenance of the Town's official records, the provision of support to the Town Council for council meetings, the administration of Town elections, administering the Town's state retirement plan, and the completion of other functions assigned to the Town Clerk's Office.

MAJOR DUTIES/ESSENTIAL FUNCTIONS

- Manages Town Council meeting activities; collects and conducts initial review of agenda items; provides guidance to staff on agenda item preparation; prepares agendas and meeting notices; attends meetings and records minutes; finalizes ordinances and resolutions for the record; ensures the publication of minutes, ordinances and resolutions.
- Administers biennial Town elections for Mayor and Town Council and special elections as required; registers voters and maintains voter list; advises candidates on election rules; recruits and trains election judges; works with Board of Elections to develop election procedures; prepares ballots; schedules polling places; processes absentee ballots.
- Participates in the Town's management team; develops short- and long-range departmental plans; monitors current practices and trends.
- Prepares and monitors the Town Clerks Division budget.
- Ensures the proper codification of ordinances and charter amendments.
- Serves as the custodian of the Town seal and Town records; processes public information requests; maintains and updates record retention policies.
- Maintains Mayor & Council Financial Disclosure Forms.
- Serves as point-of-contact for the Ethics Commission and matters related to the Town's ethics ordinance; receives filings from candidates, elected officials, and staff; advises on gift disclosures; receives and processes public ethics complaints; publishes opinions; maintains records.
- Administering the Town's state retirement plan.
- Administers, receives and certifies petitions; schedules and publicizes public hearings.
- Monitors the Division websites; writes and publishes content; prepares newsletter articles.

- Supervises division Town Receptionist
- Identifies and applies for grants to help with Town improvements.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Roberts Rules of Order.
- Knowledge of the Maryland Opens Meetings Act.
- Knowledge of state and federal election laws.
- Knowledge of budget management principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of records retention guidelines.
- DHCD and Community Legacy Grant Writing experience.
- Knowledge of computers and job-related software programs.
- Skilled in the training and supervision of personnel.
- Skilled in problem solving.
- Skilled in prioritizing and planning.
- Skilled in interpersonal relations.
- Skilled in oral and written communication.

SUPERVISORY CONTROLS

The Town Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports and observation of department activities.

GUIDELINES

Guidelines include Town Charter and Town Code; Town Council resolutions; Town administrative regulations and policies; state laws related to municipal governments; and federal voting rights laws. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of tasks to be performed and the need to balance the needs of a variety of constituents contribute to the complexity of the work.
- The purpose of this position is to direct the operations of the Town Clerk's Office and Front Officer Operations. Successful performance contributes to the efficiency, effectiveness and propriety of a variety of Town functions and operations.

CONTACTS

- Contacts are typically with coworkers, other Town employees, elected and appointed officials,

representatives of other municipal governments, attorneys, vendors, representatives of community organizations, business leaders, candidates for election, judges, and the general public.

- Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects weighing 24 pounds or less and heavy objects weighing 25 pounds or more.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Town Receptionist.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency includes a baccalaureate degree in Public Administration and course work in a related occupational field.
- Five years' experience serving as a municipal/Town Clerk, (Certified Town Clerk preferred).
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

COMPENSATION & BENEFITS

The salary range for this position is between \$75,000 to \$80,000, depending on the candidates qualifications. An exceptional benefits package includes:

Health, Prescription, Dental, and Vision Insurance

- Choice of 2 different Health and Prescription Plans depending on coverage desired through CareFirst.
- Employees are covered at 100%, substantial discount on dependent and spousal coverage.
- A Health Savings Account is offered as an option and is fully funded by the Town for \$1,500 as an employee, or \$3,000 for dependent/family coverage.
- A Vision and Dental plan is offered through MetLife.

We also offer supplemental optional plans through AFLAC funded through either pre-tax or post-tax payroll deductions. These include:

- Short and Long Term Disability plans
- Hospitalization plans
- Cancer plans
- Accident/Injury Plans
- Long Term Care plans
- Life Insurance offerings

The Town participates in the Maryland State Retirement System which is a pension system funded through a payroll deduction for retirement. In addition to the above participation in the State Retirement System, employees can also participate in a Town sponsored 457 plan.

Please submit your letter of interest and resume to Debi Sandlin, Town Administrator at dsandlin@bladensburgmd.gov by Monday, August 5, 2019.