



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
Asst. Town Manager/HR Director

278 Old Sudbury Road
Sudbury, Massachusetts 01776
Tel: (978) 639-3386
Email: bilodeaum@sudbury.ma.us

Position Available
Town Clerk

Town seeks highly qualified Town Clerk (appointed by the Town Manager) who has administrative and supervisory responsibility for the administration of federal, state and local statutes; maintenance of official municipal records; and the administration of fair and accurate federal, state and local elections. Other responsibilities include recording and certifying the proceedings of all town meetings, overseeing the annual town census, voter registration, vital records, issuance of various licenses and permits, preparing annual budgets for the Town Clerk's office, and election and registration activities. The suitable candidate will possess excellent communication, organizational, records-management and supervisory skills as well as computer proficiency and a proven track record of innovation and initiative.

Candidates must meet the minimum requirements contained in the job description posted on the town's website at www.sudbury.ma.us/departments/HR. Starting salary range is \$68,502 to \$76,879 (full range to \$86,732); excellent benefits. Letters of interest/resumes may be sent to bilodeaum@sudbury.ma.us until February 19th, with the *initial review of applicants beginning Feb. 11th*. AA/EOE

See below for complete job description.

TOWN CLERK

Position Purpose:

The purpose of this position is to provide administrative and supervisory work in the administration of federal, state and local statutes, the maintenance of official municipal records, the issuing of various licenses and documents, overseeing annual town census and periodic federal census, recording of vital statistics, and the administration of fair and accurate elections; all other related work as required. The Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local bylaws. Works independently in formulating decisions regarding departmental policies, procedures, operations and plans.

Supervision Received: Works under the policy direction of the Town Manager and in accordance with all applicable Massachusetts General Laws and town bylaws. Functions independently referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Supervises up to five regular department employees; assists in the hiring process, develops job direction, assigns tasks and instructions, monitors personnel performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being constantly interrupted during the day.

Operates computer, calculator, telephone, copier, facsimile machine, voting equipment, and standard office equipment.

Makes frequent contacts with the general public, town departments/boards/committees, federal and state organization/agency officials. Contacts are by phone, correspondence, and in person and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information such as restricted vital statistic records, information from executive session meetings, and personnel records which requires the application of appropriate judgment, discretion and professional office protocols.

Errors could result in delay, loss of services, have legal and/or financial repercussions, and cause adverse public relations for the department as well as the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).

Serves as chief election official. Oversees the general conduct of all elections. Directs the preparation of town ballots, voting equipment, and checklists. Supervises/trains numerous election officers. Administers Campaign Finance Laws and instructs local candidates running in town elections on campaign laws and deadlines. Certifies nomination papers and initiative petitions. Serves on the Board of Registrars.

Conducts the Annual Town Census. Supervises the preparation of the census mailing to residents and the preparation of the List of Persons book. Prepares specialized lists upon request for various town departments.

Registers all vital statistics occurring in the town and events occurring elsewhere to residents.

Records the proceedings of Town Meeting and certifies all actions of the town. Submits action of Town Meeting to the Attorney General for his/her approval regarding bylaw changes. Updates bylaws for distribution after approval is received.

Issues dog licenses, business certificates, raffle permits, and fuel storage permits. Tracks unlicensed dogs and initiates compliance with town bylaw.

Records and tracks non-criminal fines issued by dog officers, and the Building, Police, and Fire Departments. Corresponds with District Court and Town Counsel regarding proceedings.

Records and documents the Board of Appeals' applications and decisions, Historic District and Earth Removal decisions, site plans, and Planning Board applications and decisions. Keeps track of cemetery deeds and minutes of boards. Documents appointments and resignations of town officers. Keeps track of department rules and regulations. Administers the Town Records Management Program. Serves as member of the Preservation of Town Documents Committee. Serves as custodian of original town historical records and documents.

Administers the oath of office to elected and appointed members of boards. Provides members with Open Meeting Laws and Standards of Conduct to new members.

Records state liens.

Serves as keeper of the Town Seal. Provides Notary services.

Responds to customer requests for information on all department operations and functions. Assists and answers questions of the general public, public officials, department heads and staff, in person and by telephone; receives complaints and responds to complaints appropriately.

Prepares the annual departmental budget for submission to the Town Manager. Oversees the monitoring of all department expenditures.

Regular attendance and punctuality at the workplace are required.

Performs similar or related work as required, directed or as situation dictates.

Town Clerk
Town of Sudbury

Recommended Minimum Qualifications:

Education, Training, and Experience:

Associate's degree in business, public administration, or related field; five years of progressively responsible administrative and supervisory municipal/public sector experience; experience in records management desirable; or any equivalent combination of education and experience.

Special Requirements:

Notary Public status required.

Knowledge, Ability and Skill

Knowledge: Thorough working knowledge of local, state, and federal laws, regulations, and procedures relating to the duties and responsibilities of a Town Clerk. General knowledge of the organization, operations, and procedures of local government. Complete working knowledge of office administration, database management, financial record keeping and automated office systems and procedures.

Ability: Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare and administer budgets and to prepare financial reports. Ability to operate standard office equipment.

Skill: Skill in operating computers and applicable software applications. Excellent customer service, office management and supervisory skills.

Physical Requirements:

The physical demands described here 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 functions. Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 10 pounds such as books, equipment, supplies, etc. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)