

TOWN CLERK/TREASURER

The Town Clerk is responsible for the municipal administration of Town functions, and assumes the duties of Treasurer, as established by the Town Charter and State Administrative Code.

To provide for an orderly chain of command, the Town Clerk will be responsible for the day-to-day operations of Town Hall, but shall inform the Mayor and Budget and Finance Commissioner of any and all pertinent information needed regarding the performance of his/her duties.

The Town Clerk is accountable to the Town Commission under the direction and supervision of the Budget and Finance Commissioner as the liaison between the Commission and Town Hall.

The scope of this position includes the following duties:

- Prepares the Annual Budget, in collaboration with the Budget and Finance Commissioner.
- Coordinates the Town's fiscal affairs.
- Oversees the collection and custody of all municipal monies.
- Maintains and monitors all financial records.
- Invests idle funds, under the direction of the Budget and Finance Commissioner, and with the approval of the Town Commission.
- Coordinates the purchasing of supplies, materials and equipment for the Town's various departments.
- Supervises the payment of vendors providing goods and services.
- Prepares reports on the financial position of the Town.
- Monitors and insures compliance with all administrative and financial reporting/ demands coming from state, federal and commercial agencies which have provided financial assistance to the Town through grants, loans, or sale of bonds.
- In coordination with the Town Attorney and the Budget and Finance Commissioner, directs all facets of the Town's Risk Management Program, i.e., insurance contracts, workers compensation, claims, etc.
- Informs the Commission of pending bids, contracts and documents.
- Advertises, receives and evaluates proposals and bids presented to the Town.
- Directs the operation of records retention and archives programs, and attests to the validity of public records.

- Conducts Town Elections.
- Attends all Commission meetings, records the proceedings, and transcribes the minutes promptly.
- Records the actions of the Town Commission and is responsible for the carry through and follow-up on such actions.
- Prepares and posts meeting notices and agendas, in coordination with the Mayor and the President of the Town Commission.
- Prepares all required legal notices and newspaper advertisements.
- Maintains inventories of Town property.
- The Town Clerk must be familiar with Town laws and ordinances and be prepared to follow their mandates.

Should the Town Clerk be absent from Town Hall for an extended period of time, such as for illness or vacation, she/he may designate another Town employee to act in his/her behalf, with Commission approval.

Minimum Qualifications: High School diploma, plus ten (10) years experience, including five (5) years in an administrative capacity. A Bachelor's degree may be substituted for four (4) years experience, or an Associate degree may be substituted for two (2) years experience. This position requires experience in accounting, and expertise in computer operation.