

Background and Application Instructions for the Deputy Town Clerk Position

This is to provide a summary on the Town of Amherst's plan and procedure for hiring a Deputy Town Clerk and to issue a standard set of application instructions to all interested individuals.

This position would support Town boards and committees. As such, organization, preparation, attendance, minutes taking and followup for scheduled and called meetings would be core duties.

A position description is attached but the selected individual will be expected to be a self-starter, able to work on his or her own with minimal guidance or support in ambiguous situations.

Working hours would typically be less than 28 hours/week between 8-5, M-F on a scheduled basis and during evening hours on meeting days. Details on meeting frequency and content can be found in the minutes for the Town Council, Planning Commission, Industrial Development Authority and Board of Zoning Appeals which can be viewed on the Town's web site (www.amherstva.gov).

Other responsibilities include a project to update the Town Code, complaint tracking and followup, and administering the banner permit and event permit processes.

Applicants are required to be high school graduates and possess a valid driver's license. The ideal candidate will have a college degree, a strong record of office and administrative work in a responsible role, well above average writing skills and good experience with Word as well as a familiarity with the rules and programs associated with local government. The Town will give preference to applicants that have good people skills and knowledge of the history of the Town.

As a part-time employee, health insurance, vacation/holiday leave time, VRS retirement plan and other benefits provided full-time employees are not associated with this position. The hiring rate will depend upon the qualifications of the individual selected for an offer of employment.

Applicants are to fully complete a Town of Amherst application form that is available on the Town's web site at www.amherstva.gov and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application.

General inquiries via telephone or in person are discouraged. Applications will be reviewed on the basis of apparent qualifications. Screening interviews will be scheduled as applications are received with consideration of all applications received up until the position is filled. Applicants will be subject to background investigation and drug testing prior to hire.

The employment application form can be downloaded from :

<http://amherstva.gov/departments/forms-files-downloads/>

Deputy Town Clerk

The Town of Amherst is accepting applications for its Deputy Town Clerk. This is a part-time position featuring research, writing, correspondence preparation and maintaining official records duties and scheduled daytime and evening hours. Qualified individuals are encouraged to apply before May 9, 2016. Information on the Town, this position and application procedures can be found at www.amherstva.gov. EOE

General Definition of Work

Performs difficult paraprofessional work by preparing and maintaining records and documents and performing related work as required including those outlined in Sec. 2-47.2 of the Town Code. Work is performed under the limited supervision of the Town Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Prepares background documents, minutes, pre- and post- meeting correspondence, legal notices, press releases, etc. for the Town Council, Planning Commission, Board of Zoning Appeals, and Industrial Development Authority.
- Helps organize meetings and attends meetings, work sessions, retreats, and community meetings to accurately record and write concise minutes which are official permanent record.
- Responds to the Mayor, Council members, Town Manager, department heads, officials from other local governments, Town residents and business operators, the media, etc. on requests for information or research on a variety of issues and problems.
- Maintains official copy of Town Code, including responsibilities for all re-codifications. Responsible for updating and promulgating Town Code amendments to Code book holders and Town web site.
- Maintains files for all contracts, deeds, easements, etc.
- Certifies and attests official Town documents.
- Maintains directory listing of all board and commission members and Town employees.
- Maintains custody of Town seal; serves as the Town notary.
- Serves as the official Town records manager, including ensuring compliance with all retention requirements of documents such as Town Council's papers and email.
- Coordinates updates to the Town's web site in areas such as committee membership lists, minutes, and code.
- Administers the Town email system.
- Maintains a complaint tracking and followup system.
- Administers banner and event permit processes, including securing appropriate VDOT approvals.
- Assists with special projects, such as researching state and local policies and ordinances being considered by the Town Council.
- Prepares routine correspondence for the Mayor, Councilors and Town Manager.
- Maintains Town vehicle files.
- Serves as a backup to other office employees and covers during their absence.

Knowledge, Skills and Abilities

To perform this job successfully, and the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Deputy Town Clerk

Thorough knowledge of the organization and functions of local government and general administrative policies and practices; thorough knowledge of records management procedures and retention schedules; thorough knowledge of the freedom of information and privacy protection laws; thorough knowledge of laws concerning open and closed meetings of a local board or committee; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of standard office procedures, practices and equipment, thorough knowledge of town budgetary process and procedures; ability to maintain involved records; ability to interpret and apply policies and procedures; ability to identify problems, evaluate alternatives and develop solutions to address the problems; ability to conduct research and prepare related reports; ability to perform and organize work independently; ability to understand and follow complex oral and written instructions; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with others.

Education and Experience

Bachelor's degree with coursework in public administration, business or related field and considerable experience in local government or equivalent combination of education and experience.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and negligible amount of force regularly to move objects, work requires stooping, lifting, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Special Requirements

A valid Commonwealth of Virginia driver's license.

A bachelor's degree in public administration, business, or a related field.

Ability to become a Notary Public for the Commonwealth of Virginia immediately upon hire.

Ability to obtain Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerk's and Virginia Municipal Clerk's Association within 5 years.

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