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Please Post
11/18/19

NOTICE OF VACANCY

DEPARTMENT: Town Clerk
JOB CLASSIFICATION: Office of the Town Clerk
SALARY RANGE: \$79,166-82,332
HOURS: SALARIED 35 HOUR WORKWEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. **SICK LEAVE:** After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. **PERSONAL DAYS:** 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; **HOLIDAYS:** 11 paid holidays per year.

TOWN OF HOLDEN
Position Description
FLSA: Exempt

Reports To: Town Manager

Date: November 2019

GENERAL SUMMARY:

Under general direction of the Town Manager and in accordance with applicable federal and state laws and regulations and Town by-laws, responsible for planning, organizing and implementing all functions and services of the Town Clerk's office; including those related to legislation, elections, information, public records, voter registration, census and department operations.

ESSENTIAL JOB FUNCTIONS*:

Legislation:

- Manages records for all aspects of Town government and receives and disseminates related information.
- Serves as designated Records Access Officer for the Town.
- Identifies and recommends changes in laws, by-laws, and town charter; administers oaths of office, attests to officials' signatures, arranges for Town Meeting including physical set-up and staffing of personnel, serves as acting moderator in absence of same.
- Records all votes taken at Town Meetings.
- Prepares paper ballots, issues certificates of votes, submits by-laws from Town Meeting to Attorney General along with required documentation. Notifies Department of Revenue of incurrence of indebtedness.
- Records and attests to by-laws, resolutions, contracts, easements, deeds and other documents requiring Town certification.
- Makes policy recommendations to Town Manager and other Town officials.

Elections:

- Responsible for administering all federal, state, county and local election laws and serve as Chief Election Official
- Prepares warrant for Selectmen's signatures, arranges for posting the warrant.
- Manages on-site activity at polls, arranges for physical set-up of polls, oversees programming of voter machines, and ensures adequate staffing of polls including police protection. Arranges for delivery of election materials, prepares tally sheets, trains and supervises Election Officers. Records all votes and transmits results to Secretary of State and other agencies. Receives and reviews local campaign finance filings.

Information:

- Responsible for prompt dissemination of information to all appropriate groups regarding statutory regulation from federal, State, county and local levels.
- Oversees open meeting law notices and schedules.
- Provides the public with information necessary to assist them in accessing requested services.

Public Records:

- Responsible for maintaining, filing and issuing all vital statistics, licenses, violations and legal records.
- Records and indexes all birth, marriage and death certificates.
- Prepares required monthly reports.
- Maintains confidentiality of records with restricted access.
- Corrects and amends certificates as directed by court actions.
- Responsible for administering all aspects related to municipal and state licenses and permits.
- Receives and reviews license applications and routes to appropriate departments.
- Administers the Town's Non-Criminal Disposition By-Laws Violation Program including: docketing the violation, notifying the appropriate department of payment or non-payment of violation within statutory time limits.
- Administers Parking Violation Program and schedules monthly hearings.
- Serves as Hearings Officer and renders decisions for Parking Violations Program.
- Issues liquor licenses, public entertainment licenses and various other licenses and maintains related records and collects and remits fees.
- Serves as Custodian of official Town records and public documents.
- Receives and files all claims and actions against the Town.
- Issues and receives applications for action by Town Boards and Commissions.
- Issues business certificates and maintains files. Receives and records liens and releases under the uniform commercial code and the Department of Revenue.
- Establishes, maintains and controls all computerized and manual files and records; manages retention schedule and develops systematic procedures to dispose of obsolete records.

Voter Registration and Census:

- Responsible for administering all aspects of voter registration as well as related census activities.

- Trains and supervises activities of in-house staff for census; prepares and prints annual street lists, verifies and certifies residency, maintains confidentiality of records with restricted access, transmits information to required jurisdictions. Maintains absentee balloting lists for all elections, certifies voter status and issues absentee ballots. Manages early voting hours for state elections, organizes election workers for early voting and adheres to all legal requirement as to posting dates and times for early voting hours.
- Serves as member of Town Board of Registrar of Voters.

Department Operations:

- Responsible for overseeing the daily operations of the department to meet all deadlines. Prepares departmental budget, expends funds as authorized and monitors expenses.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintains membership in professional organizations.
- Attends meetings, seminars, workshops to maintain current knowledge of profession.
- Maintains effective communication with the public, media, other departments and other levels of government.
- Maintains appropriate accounting procedures and cash flow management procedures.
- Researches and prepares reports and performs other special project assignments.
- Performs other related duties as assigned by Town Manager.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of local and State government laws and regulations, and office management. Minimum of Associate's degree required or Bachelor's degree preferred, with a course of study in public administration, business, or related field; four to 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.
- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.
- Ability to establish goals and objectives for the department.
- Ability to analyze complex issues and develop relevant and realistic plans, programs and recommendations.
- Financial management skills, ability to communicate effectively both verbally and in writing and to establish positive public relations for the Town and the public.
- Ability to interact effectively with a wide variety of constituencies.
- In-depth knowledge of Town and State government and local, State and federal statutes, by-laws and regulations regarding voter registration, elections and other department functions.
- Knowledge of desktop computer applications as they relate to Town Clerk functions and responsibilities.
- Must possess valid State driver's license.
- Must be a Notary Public.
- Current certification or ability to be a Certified Massachusetts Municipal Clerk and/or Certified Municipal Clerk and/or Master Municipal Clerk.

SUPERVISORY RESPONSIBILITY:

Supervises Assistant Town Clerk, clerical support staff, seasonal election officials.

WORKING CONDITIONS:

- Normal office environment not subject to extremes in temperature, noise, etc.
- Travel to meetings, workshops, seminars and to polling places on election days.
- Periods of time are spent at computer terminal, on telephone or operating other office equipment requiring eye-hand coordination and finger dexterity.
- Occasional lifting, standing, bending and carrying of files, documents and records.
- Occasional lifting, carrying and moving of heavy equipment during elections.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on A case by case basis.**

Send cover letter, resume, and application to Office of Town Manager, Starbard Building 1204 Main Street, Holden, MA 01520

Closing date for applications: December 13, 2019

FOR FURTHER INFORMATION VISIT WWW.HOLDENMA.GOV Employment Opportunities
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED