

TOWN CLERK Tompkins County

Department: Town of Ithaca

Classification: Unclassified

Labor Grade: Q

Approved: TB 6/95

Revised: TB 7/01, TB 5/06, TB 7/07

By: TB 6/95

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college with a Bachelors degree in public or business administration or related field **and** at least two (2) years of full time paid (or the equivalent part-time and or volunteer) experience in public administration or business administration, two years of which must have been in a supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in public administration or business administration or related field **and** at least four (4) years of full time paid (or the equivalent part-time and or volunteer) experience in public or business administration, two years of which must have been in a supervisory capacity; **OR**

(c) Graduation from High School or a High School equivalency diploma **with** at least some additional college level business courses, specialized seminars or workshops, **and** at least six (6) years of full time paid (or the equivalent part time and or volunteer) experience in public or business administration, two years of which must have been in a supervisory capacity; **OR**

(d) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

SPECIAL REQUIREMENTS:

1. Must be an elector of the Town of Ithaca at the time of election and throughout the term of office. (Town Law section 23.) Must be a resident of the Town of Ithaca within 6 months of appointment.
2. Take and subscribe to the constitutional oath of office, and file such in the Town or County Clerk's office before assuming any duties. (Town Law section 25.)
3. Yearly subscribe to and file Ethics Disclosure Statement related to Town of Ithaca Code of Ethics.
4. Execute and file in the County Clerk's office an official undertaking - a bond guaranteeing the faithful performance of the office - or approval of the Town Board of the procurement of a blanket undertaking. The Town Board must approve the form, amount and the sureties on the undertaking.
5. Notary Public license required within 6 months of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major administrative position responsible for planning, supervising and directing the operation of the Town Clerk Department. Work is performed in accordance with the policies of the Town Board and requires considerable exercise of independent judgment especially as it relates to the administration of Town Law, General Municipal Law, Public Officers Law, Real Property Tax Law, and Town of Ithaca local laws and ordinances. Town Clerk shall also have such powers and perform such additional duties as are or may be conferred or imposed upon him/her by law, including Town Law Section 30, and such further duties as the Town Board may determine, not inconsistent with the law. The Town Clerk is a Town Officer and is appointed by the Town Board for a two (2) year term commencing the first day of January next succeeding the next biennial Town election (effective 2-10-1966; TB Resl. 1-10-1966). Attendance at a number of meetings, including evenings, is required. The Town Clerk is authorized to appoint and terminate staff of the department, and prepares and monitors the department budget and Town Clerk checking account. Does related work as required.

TYPICAL WORK ACTIVITIES: (Including, but not limited to.)

- Is the custodian of all Town records as the Records Management Officer, and is the Freedom of Information Officer;
- Attends all Town Board meetings and some other meetings when there is a quorum of the Town Board;
- Oversees the transcription of accurate minutes of the Town Board, Planning Board and Zoning Board of Appeals;
- Prepares meeting information and documentation for board members;
- Maintains a bulletin board of notices relating to resolutions, ordinances, local laws, public hearing and referenda;
- Provides professional assistance to citizens and community organizations on matters pertaining to duties and policies of the Town;
- Provides assistance to any and all Town of Ithaca boards, committees and officials;
- Provides leadership in maintaining good and effective public relations;
- Provides leadership of the records management program;
- Oversees the advertisements of legal notices for the Town;
- Issues licenses or permits under Town Ordinances or Local Laws;
- Maintains a record of all ordinances and local laws passed by the Town Board;
- Issues Licenses and Permits under State Laws;
- Issues Environmental Conservation Law Licenses;
- Issues Marriage and Dog Licenses;
- Issues Handicap Parking Permits;
- Provides notification of Vacancies of Office;
- Assigns, reviews and evaluates the work of department staff, including appointing and terminating staff;
- Performs statutory duties related to fiscal functions;
- Collects permit fees and other miscellaneous fees payable to the town;
- Aids the Receiver of Taxes in the collection of town and county taxes, water rates, and sewer rentals;
- Compiles reports and statistical information;
- Makes tax searches for attorneys and property owners;
- Composes routine correspondences and answers information requests;
- Performs a variety of clerical tasks including coordinating conference room scheduling;
- Performs fiscal accounting in coordination with the Budget Officer;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent administrative and supervisory skills; therefore, the ability to plan and supervise the work of others;
- Working knowledge of personal computers and applicable software;
- Working knowledge of electronic records management and indexing;
- Ability to establish and maintain productive working relationships with others including residents, other Town staff and board members;
- Ability to communicate effectively both orally and in writing;
- Ability to follow and understand complex oral and written instructions;
- Initiative; integrity; resourcefulness; good judgment; team player;
- Ability to apply governmental budgetary principles and practices in preparing the department's operating budget;
- Ability to compose correspondences and reports and maintain records;
- Ability to maintain confidentiality;
- Knowledge of town municipal government highly desirable;
- Shows a commitment to continued professional development;
- Physical condition commensurate with the demands of the position;