



Job Title:	Town Clerk	Salary Range:	\$80K-\$85K DOE
Recruitment Dates:	<i>Open until filled</i>		

The Town of Gila Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

GENERAL PURPOSE: Under the supervision of the Town Manager, coordinates and performs a variety of advanced technical and administrative functions in the Town Clerk’s Office; manages and maintains the Town’s official records; prepares and processes public and legal documents.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s Degree in Public Administration, Business or related field; CMC certification; AND five years of progressively responsible administrative experience; OR a combination of education and experience demonstrating the required experience and knowledge.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Designation as Certified Municipal Clerk or Master Municipal Clerk is required.5 Certified Municipal Elections Official is preferred.

Required Knowledge of:

- Gila Bend Town Code, Zoning Code and town policies.
- Arizona Revised Statutes and Town regulations governing municipal government administration, open meeting laws, and elections.
- Principles and practices of records retention, record keeping and file maintenance.
- Customer service standards and protocols.

Required Skills:

- Advanced skill in reading comprehension, critical thinking, and writing.
- Proficiency with Outlook email, Microsoft Word, Excel, Teams, and Adobe acrobat.
- Excellent organizational skills and ability to maintain a high volume of physical and electronic records.
- Ability to operate standard office equipment, and a personal computer utilizing standard software.



- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service and dealing tactfully and courteously with the public.
- Demonstrate excellent communications skills to internal and external individuals.
- Ability to multi-task and adapt to changes in tasks and priorities.

MANAGERIAL RESPONSIBILITIES:

- Manages the daily operations of the Town Clerk's Office.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provide support to the Mayor and Council, Town Manager, Town Attorney and other department heads as needed.
- Prepare, distribute, and maintain all Town Council and Planning and Zoning Commission meeting agendas, minutes, addendum and other official documents.
- Prepare and distribute public meeting information packets for the Town Council and the Planning and Zoning Commission; attend meetings, record and transcribe proceedings, and develop official meeting minutes for review and approval; prepare, review, track, and file correspondence, contracts, bid proposals, ordinances, and resolutions.
- Ensure timely publication of official notices, agendas, ordinances and resolutions in accordance with State Statutes.
- Manage and maintain records for all Town departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal and open meeting records.
- Elections Official for the Town of Gila Bend.
- Human Resources Representative- maintain employee files; assist with the recruitment process; benefits enrollment; OSHA reporting; point of contact for workplace injuries; ASRS administration.
- Risk management- file insurance claims; complete annual plan renewal; update carrier with new equipment or vehicles to be covered; maintain records.
- Business Licensing- receive applications for review; input businesses into Caselle software for payment collection; coordinate with the front office for receipt of payment; distribute annual renewal invoices and delinquent notices; issue new and renewal business licenses.
- Coordinate with Planning and Zoning and Building Safety for building permit approvals; coordinate with front desk for receipt of payment.
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; explains laws, rules, regulations, policies, and procedures; assists with website updates.



- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town Clerk; creates, edits and processes technical documents and other communications; maintains department files and database.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Receive, research and gather documents and information as requested by other departments and via public records requests.
- Maintain the Town Clerk's budget.
- Create standard operating procedures for the Town Clerk's Office.
- This is by no means an exhaustive list of duties.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Ability to lift or move 20-pound filing boxes

Benefits:

All applicants must pass a pre-employment drug and alcohol screening and background check. All applicants must pass a 6-month probationary period. Benefits to start approximately 30 days after hire date.

- Full time positions (minimum 40 hours per week) accrue vacation leave per year as follows:
 - Months 0 to 23 - 10 days of vacation leave per year (6.67 hours/per month)
 - Months 24 to 60 - 15 days of vacation leave per year (10 hours/month)
 - Months 60+ - 20 days of vacation leave per year (13.34 hours/month)
- Full time positions (minimum 40 hours per week) accrue 96 hours of sick leave per year.
- Full time positions (minimum 40 hours per week) and authorized part time positions (minimum 30 hours per week) accrue 88 hours of paid holidays per year. 2023 Holidays include New Year's Day, MLK, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day.
- Positions with a minimum of 30 hours per week are eligible for medical, dental, and vision benefits.
- Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions (minimum 40 hours per week).
- Retirement Benefits for full time positions (minimum 40 hours per week).



Application Procedure:

Please submit the following:

- (1) Resume AND fully completed application (with Work History for the past 5 years),
- (2) Three (3) Work Related References

Submit to:

Katherine Valenzuela
kvalenzuela@gilabendaz.org
Phone: 928-683-2255

Or in person at: 644 W Pima St, Gila Bend, AZ 85337.