

# JOB DESCRIPTION

**POSITION:** TOWN CLERK/TREASURER/PWA SECRETARY

**LOCATION:** ORLANDO, OK

**SUPERVISOR:** TOWN COUNCIL

**CLASSIFICATION:** REGULAR PART TIME

**LAST MODIFIED:** AUG 2020

**General Purpose of Job:** The Town Clerk/Treasurer directs, manages, supervises, and coordinates the activities and operations of the Town Clerk's office, administers municipal elections, coordinates assigned activities with other divisions, departments, and outside agencies, and provides highly responsible and complex administrative support to the Town Council. Successful candidate will also serve as Public Works Authority Secretary and clerical assistant to the Volunteer Fire Department.

## **Essential Functions of Job:**

- Assume management responsibility for all services and activities of the Town Clerk's Office including preparation and recording of the activities and decisions of the Town Council, and codification and maintenance of official Town records.
- Supervise and coordinate the preparation and distribution of agendas and support materials for Town Council and other meetings as needed.
- Attend all meetings of the Town Council
- Serve as Executive Secretary to the Town Council.
- Record minutes of Town meetings
- Ensure Town agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Assist in coordinate staff training.
- Serve as the liaison for the Town Clerk's Office with other divisions, departments, outside agencies and the general public.
- record, file and archive Town records and correspondence in an organized manner
- report to regulatory entities on behalf of the Town of Orlando as required
- assist in planning and filing for various Grants
- be point of contact for the Town in business dealings
- Manage utility billing account records and finances related to utility billing – includes occasional meter readings
- prepare and report invoices for the Town
- represent the Town to the public
- maintain a clean work environment
- assist with special projects when necessary
- maintain set office hours for public access to Town hall
- exhibit a cooperative, compatible, and punctual work ethic

## **Educational and/or Experience Requirements of Job:**

- High School Diploma or GED
- Possession of valid driver's license
- up to 3 months of training or experience on this or related jobs
- be a Notary Public, or be willing and able to become a Notary Public
- Must be Bondable
- Computer Skills (Microsoft Office, QuickBooks, Internet, E-mail)

## **Skills and Abilities:**

- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, both orally and in writing.
- Assist in the Preparation and administering of Town and PWA budgets.
- Identify and respond to community and Town Council issues, concerns, and needs.

- Interpret and apply federal, state, and local policies, laws, and regulations.
- Attend evening or weekend meetings and trainings as required.
- Implement and maintain automated record keeping systems.
- Establish and maintain highly effective working relationships with the Mayor, Town Council members, Fire Chief and other members of the volunteer fire department, local residents, representatives of civic and community groups, the public, and others encountered in the course of work.

**Physical Demands of Essential Functions:**

Persons in this position will occasionally be required to stand and walk, and frequently be required to sit. Vision requirements include close vision, color vision, depth perception, and the ability to adjust focus for long periods of time.

**Personal Demands of Essential Functions:**

The person must be able to hold close mental attention for long periods of time. The person must have very good verbal and written communication skills, and be able to work independently. The person must be willing to submit to drug screening and random testing per State statute.

**Environmental Conditions of Job:**

Intermittent exposure to dirt, noise, or other factors of minor disagreeableness. Hearing protection is not required.

**Salary Level: TBD**

Request application from Clerk Orlando [townoforlando@yahoo.com](mailto:townoforlando@yahoo.com) or use a standard application.

Mail, application, with resume to;

Town of Orlando  
P.O. Box 132  
Orlando, Ok.73073

**Or**

Email, application, with resume to;

Clerk Orlando [townoforlando@yahoo.com](mailto:townoforlando@yahoo.com)

**Deadline to apply: Town of Orlando, must have application on hand by September 8<sup>th</sup>, 2020**