

**TOWN OF BERWYN HEIGHTS
POSITION DESCRIPTION**

TITLE: Town Clerk
DEPARTMENT: Administration
REPORTS TO: Town Manager

PAY GRADE: J
STATUS: Exempt
REVISION DATE: March 2021

PURPOSE OF POSITION:

The purpose of this position is to perform highly responsible, administrative work to support the Town Council, manage elections, and create, maintain, distribute, and publicize official records of the Town government. Supervision is exercised over temporary election workers and leadership and training provided to audio/visual production assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Accurately prepare and maintain official minutes of the Town Council.
2. Manage official Town records in paper and electronic format, including retention scheduling, scanning and destruction.
3. Manage Town Council elections every even numbered year, including recruitment and training of Berwyn Heights Board of Election Supervisors and interfacing with Prince George's Board of Elections on voter registration and election certification.
4. Liaison to Berwyn Heights Ethics Commission for review of financial disclosures and Maryland Ethics Commission for annual certification of ethics law.
5. Notary public for Town business and general public.
6. Custodian of corporate seal.
7. Publish Town E-Newsletter and Bulletin, including coordination of submissions, writing, and editing content, layout, and interfacing with printing vendor.
8. Manage Town social media and website, including interfacing with DotGov.gov and Civic Plus for technical support, changing layout, navigation, and content.
9. Operate video streaming service and agenda management tool (Media Manager), including interfacing with Granicus for technical support.
10. Operate and maintain BHTV Comcast and Verizon PEG channels, including content as well as interfacing with Leightronix, Comcast and Verizon for troubleshooting and technical support.
11. Liaison with I-Net (Prince George's Inter-governmental Network), including attendance of monthly meetings of I-Net Policy Committee.
12. Serve as backup to Town Hall reception function.
13. Provide positive customer service to members of the public, Council Members, co-workers, and others.
14. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with three (3) years of administrative office experience. Must have intermediate skills in standard office software including MS Word, Excel, and Outlook as well as a willingness to learn specialized

programs such as PG Atlas and Leightronix Ultra Nexus (BHTV). An equivalent combination of education and experience may be substituted. Current certification or an interest in obtaining Certified Municipal Clerk designation is preferred. Bilingual (English/Spanish) skills desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the provisions of the Town Charter and Town Ordinances.
- Working knowledge of the functions of municipal government.
- Working knowledge of use and editing in various social media platforms (Facebook, Twitter) and website management.
- Ability to multitask and prioritize requests and projects.
- Ability to take control of situations in a responsible manner.
- Ability to provide effective training and leadership to other employees.
- Ability to establish and maintain effective and professional working relationships with other employees, department directors and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports, and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some light work requiring the exertion of up to 25 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

Works in an office setting, in generally comfortable conditions.

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.