



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY TOWN CLERK

Starting Salary: \$52,000 plus benefits

FLSA Status: Exempt – not eligible for overtime

Candidate of choice must pass pre-employment drug test and criminal background check.

Training and Experience:

- Bachelor's degree in public or business administration or equivalent combination of education and experience
- Must have (or be able to attain) Certified Municipal Clerk and Elections Certification and Notary Public Commission

Essential Duties:

- Prepares Council agenda packets and related ordinances and resolutions
- Provides for preparation of minutes of all Council and Commission meetings
- Processes documentation after meetings, including publications as required
- Obtains signatures on all contracts, resolutions, ordinances
- Maintains Town Clerk documents, Town records, records on all boards/commission membership, and facilitates public record requests
- Manages Town Records including records retention
- Serves as Elections Officer for the Town
 - Receives and processes petitions for candidates, initiative, referendums and recall elections
 - Creates election packets, ballots, and publicity pamphlets
 - Coordinates with Coconino County Elections Department for elections and special elections held in conjunction with statewide elections
- Manages Liquor Licensing
 - Receives and processes liquor license applications within the Town
 - Posts property as required
 - Presents applications at Council meetings and forwards Council action to the State
- Maintains the Town of Tusayan website
- Acts as Court Clerk for Tusayan Municipal Virtual/Video Court

Knowledges, Skills, and Other Characteristics:

- Knowledge of Arizona Revised States relative to records management and public records; open meetings; conflict of interest; elections
- Knowledge of public administration principles and practices, including the principles of budgeting, employee supervision, and administration
- Skilled in manual and automated filing systems
- Skilled in establishing and maintaining effective working relationships with elected officials, attorneys, Federal and State offices, Town employees, business and professional groups, media, and the general public
- Skilled in communicating effectively, orally and in writing, including presenting information in a public setting
- Skilled in researching, compiling, and preparing reports and related information
- Skilled in utilizing computer systems to research, maintain, and update records and files
- Must be able to maintain confidentiality of sensitive information

Deadline: Open until filled. First review of applications will be June 28, 2017.

To apply for this position, e-mail application, resume, and cover letter to tusayanhr@gmail.com.
The application may be downloaded from our website at: <http://tusayan-az.gov/forms-documents/>
Call (928) 638-9909 with questions.

Posted: June 13, 2017

BENEFITS INCLUDE: Housing, paid time off, holidays, health insurance subsidy, Arizona State Retirement and Social Security contributions

NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.