HUMAN RESOURCES DEPARTMENT

City of Burlington
200 Church Street, Suite 102, Burlington, VT 05401
Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: 7-1-1 or 800-253-0191

ASSISTANT CITY CLERK
CLERK TREASURER

POSTING DATE: September 23, 2015
RATE OF PAY: $29.8496 / hour
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: October 2, 2015
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 21
UNION: Non-Union

This position is responsible for overseeing the administration of elections and vital/land records, providing direct supervision of customer service associates and any clerical support staff, and monitoring office work flow management.

ESSENTIAL JOB FUNCTIONS:

- Pursuant to Section 138 5 (b) of the Charter of the City of Burlington, be designated as presiding officer for elections, one of whose responsibilities will be communications with the City Council, Secretary of State, political parties, and media regarding overall elections issues. Primary contact person to respond to media requests and questions. Coordinates responses with CAO and Mayor's office as needed.
- Responsible to achieve legal requirements of and creation and accuracy for elections Warnings, Notices and Ballots, Summary/Tally sheets and Checklists. Seeks assistance from Secretary of State and City Attorney's Office as needed.
- Assess and then within his/her authority take steps to ensure there are sufficient resources available to meet all the responsibilities, laws and regulations regarding elections; assists as needed in election tasks.
- Oversee the Annual, Primary, General and Special elections in the City of Burlington in accordance with Vermont Statutes Annotated (VSA), Title 17 and the City Charter, and provide support to staff who are responsible for including but not limited to, verification of candidate and/or question petitions, election calendar, hold public hearings for Charter changes, programming voting machines, and all election trainings.
- Provide statistical analysis of prior election results/turnout, provide election result data to the media and to the Secretary of State, etc.
- Responsible for, and assists the Licensing, Voting and Records Coordinator where appropriate to schedule, organize, and administer all aspects of election preparation, including but not limited to, ballot preparation, certify results, recruit, train and compensate election workers, appoint officials, organize equipment and supplies, assure
- proper signage and public warnings, reserve polling places, schedule movers and internal staff, etc.
- Assess workflow of entire office, on temporary basis assign staff under his/her direct supervisor to address issues, recommend to CAO temporary reassignment of other staff to address issues, and recommend to CAO organizational changes to improve work processes and systems to increase efficiency and support staff growth.
- Ensure timely response to City Council and Administration research information requests.
- Supervise, evaluate, mentor, motivate, train and discipline Customer Service Associates.
- Oversee the recording, indexing, retention, restoration, safeguarding, and storage of vital records, including vital statistics, land records, election records, and other official City government records in accordance with State laws.
- Supervise, evaluate, mentor, motivate, train and discipline any clerical support staff.
- Work with City Attorney's Office to obtain legal answers and advice regarding elections, vital/land records or any other relevant responsibility of this position.
- Attend all City Council meetings and provide technical and logistical support to the Coordinator and Assistant CAO when either of these positons are at Council meetings, as needed.
- If unable through a cooperative approach to address issues with staff not under his/her direct supervision, communicate issues to CAO for resolution.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree or Associates degree and two years of progressively responsible administrative experience with one year in a supervisory role required or High School Diploma and four years of progressively responsible administrative experience with two years in a supervisory role required.
- Ability to create and promote an environment that emphasizes excellent customer service.
- Must be proficient in various computer programs including, database and word processing applications.
- Ability to communicate clearly both orally and in writing.
- Ability to represent the Department professionally in meetings with a variety of public and elected officials, media personnel, members of the general public, etc.
- Ability to prioritize workflow, meet established deadlines and work under pressure.
- Ability to gain knowledge and keep abreast of changes in laws affecting Clerk responsibilities.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.