



TOWN OF VINTON
DEPARTMENT: ADMINISTRATION
POSITION: ADMINISTRATIVE MANAGER/TOWN CLERK
GRADE: 18
FLSA: NON-EXEMPT
DATE: 11/14/22

JOB SUMMARY

Functions as support to the Town Administration and Town Council, Finance Department as needed, and serves as the Town Clerk. Work is performed under the general direction of the Town Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Provides administrative support for Town Administration and Town Council to include handling of contacts in person and by telephone; scheduling of appointments and keeping calendars; preparation of correspondence.
- Provides administrative support to the Finance Department as needed.
- Responds to issues, inquiries, and requests for information received from council, staff, citizens, auditors, the news media, and other local governments and agencies and processes FOIA requests.
- Maintains the calendar for Administrative Conference Room and Council Chambers and is responsible for the maintenance of the equipment in these areas.
- Maintains all administrative and Council files in office and on Laserfiche.
- Responsible for preparing cover sheet documents for filings in Roanoke County Circuit Court's Office.
- Attends Council meetings, work sessions, retreats, and committee meetings to accurately record and write concise minutes which are official permanent record.
- Authorized to sign payroll and accounts payable checks and authorize payments on ACS System in absence of Town Manager or Assistant Town Manager.
- Serves as the Records Retention Officer for the Town and Notary.
- Updates and posts pertinent items to the Town's website through Civic Plus program for Town Manager's Office, Town Council and assists other departments as requested; posts all holidays and Council meetings to website calendar each year.
- Serves as administrator for Town's document retention system, Laserfiche.
- Serves on various in-house committees.
- Prepares Town Council agendas, background documents, pre- and post-Council meeting correspondence, legal notices, press releases, correspondence, etc.
- Handles live streaming of Council meeting through OBS Studio and responsible for audio-visual equipment for meetings.
- Maintains and updates the Town Code; proofs all Code Supplements from Municipal Code before approved for printing; distributes updates when received.
- Maintains inventory of all Town records such as leases, contracts, agreements, and other legal documents.
- Maintains directory listing of all boards, commissions etc.

QUALIFICATIONS/REQUIREMENTS

- Coursework or experience in business or related field equivalent to two or more years.
- Experience in local government preferred.



TOWN OF VINTON
DEPARTMENT: ADMINISTRATION
POSITION: ADMINISTRATIVE MANAGER/TOWN CLERK
GRADE: 18
FLSA: NON-EXEMPT
DATE: 11/14/22

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the functions and organization of the municipal government
- Knowledge of the rules of order as related to public hearings.
- Knowledge of the Town's Charter and Code.
- Knowledge of standard office procedures, practices and equipment.
- Ability to research and prepare reports.
- Ability to express ideas effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with Town officials, associates and the general public.

SUPERVISORY CONTROLS: The Town Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Town of Vinton Standard Operating Procedures, accounting procedures, and the Vinton Town Code. These guidelines are generally clear and specific, but may require some interpretation in application.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support for the Town Manager and the Town Council. Success in this position ensures that government services and operations are effectively and efficiently provided for citizens and visitors of the Town of Vinton.

PHYSICAL DEMANDS This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force regularly to move objects; work requires stooping, lifting, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.