



Town of West Point

ASSISTANT TO THE TOWN MANAGER/TOWN CLERK

SALARY	See Position Description	LOCATION	West Point Town Hall, VA
JOB TYPE	Full-time Permanent	JOB NUMBER	2025-0011
DEPARTMENT	Town Administration	OPENING DATE	11/10/2025
CLOSING DATE	11/28/2025 5:00 PM Eastern		

The Town of West Point is searching for an administrative professional to be the Assistant to the Town Manager and Town Clerk.

Assistant to the Town Manager/Town Clerk assists the Town Manager in the daily administrative activities of the Town and maintains official records for the Town.

The hiring range for this position is:

Grade 22

\$61687.40 - \$67856.14 DOQ

ESSENTIAL FUNCTIONS

- Coordinates and prepares Town Council agenda packets, Council committee agendas, and related materials
- Keeps official records for the Town including the recording of minutes for all Town Council and Council committee meetings
- Maintains records of all contracts, agreements, deeds, easements, etc. ensuring accuracy and accessibility
- Assists in the preparation and dissemination of public notices and announcements
- Maintains official copy of Town Code, including responsibilities for all re-codifications
- Serves as Administrative Assistant to the Town Manager's office and Town Council to include the preparation of correspondence and assisting with scheduling.
- Serves as official Town records manager for FOIA and Library of Virginia requirements, storing, and purging records as needed.
- Serves as staff for various Town Council committees
- Ensures business continuity by delegating or transitioning responsibilities during absences; provides customer service coverage during staff lunch breaks and scheduled leave.
- Answers questions from the public, in person and by telephone; responds to inquiries from employees, residents, and others; refers to appropriate person, official, or department when necessary

MARGINAL FUNCTIONS

- Performs research, prepares reports, and assists with special projects
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration, management, finance, or related field is required, with two years' previous

experience in government or an equivalent combination of education, training, and experience

Knowledge, Skills and Abilities:

- Knowledge of municipal government operations, procedures, and legal requirements
- Knowledge of the Town's Charter and Code
- Knowledge of State and local laws governing municipal records and meetings
- Knowledge of basic office equipment
- Proficiency in Microsoft office software applications
- Skills in attention to detail and accuracy
- Skills in organization and time management
- Excellent written and oral communication skills
- Ability to analyze and solve routine and moderately difficult problems
- Ability to deal courteously and effectively with the public, Council members, and Town staff
- Ability to handle sensitive and confidential information with discretion
- Ability to learn new skills

Licenses, Certifications, and Training:

- Ability to obtain the Certified Municipal Clerk designation through the IIMC (International Institute of Municipal Clerks)
- Freedom of Information Act (FOIA) training every two years
- Library of Virginia Records Management training
- The National Incident Management Association (NIMS) is a standardized approach to

incident management development by the United States Department of Homeland Security. The following employees: High level management, Department Heads, Mid-level supervisors, and certain public safety personnel, must complete the following independent study courses to maintain NIMS training requirements: ICS-100, ICS, 200, ICS-700, ICS-800

- In addition to the above training, the Virginia Department of Emergency Management

Courses: ICS-300 and ICS 400, Expanding Incidents are also required.

All incident management training must be completed within 12 months of employment.

SUPERVISION RECEIVED

This job functions under general direction and uses a wide range of procedures in meeting job responsibilities; planning and arranging own work; and refers only unusual cases and situations to supervisor. This job reports to the Town Manager.

SUPERVISORY RESPONSIBILITIES

This job has no direct responsibility for the supervision of others. This job assigns tasks as appropriate.

PHYSICAL AND ENVIRONMENTAL FACTORS

Physical Demands

- Tasks involve the ability to exert very light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight
- Subject to working hours significantly beyond regularly scheduled hours; frequently attends evening meetings

Sensory Requirements

- Uses a keyboard for typing or data entry

Environmental Factors

- Tasks are regularly performed without exposure to adverse environmental conditions
- Travels to off-site locations

Employer

Town of West Point

Address

P.O. Box 152
802 Main Street
West Point, Virginia, 23181-0152

Phone
(804) 843-2512
(804) 843-3330

Website

<http://www.west-point.va.us>

ASSISTANT TO THE TOWN MANAGER/TOWN CLERK Supplemental Questionnaire

***QUESTION 1**

Please list certifications/licensures you hold, if any:

***QUESTION 2**

Do you have any experience working in local government? If, yes, please explain.

* Required Question