

TOWN OF BRAINTREE

IN COUNCIL

ORDER NO. 08 020

February 1, 2008

INTRODUCED: COUNCIL PRESIDENT

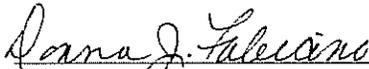
CLERK OF THE COUNCIL

Upon request of the Council President and Pursuant to Section 2-8c of the Town Charter, the Town of Braintree, through the Braintree Town Council, has approved the job description and salary range of Clerk of the Council.

Passed in Council – February 6, 2008

Presented to Mayor – February 11, 2008

A True Copy. Attest:



Donna J. Fabiano, Town Clerk

YEAS: Bowes, Clifford, DeNapoli, Dingee, Joyce, Kokoros
Mullaney, Randolph, Ryan

NAYS: Bowes, Clifford, DeNapoli, Dingee, Joyce, Kokoros
Mullaney, Randolph, Ryan

ABSENT:



TOWN COUNCIL

CLERK OF THE COUNCIL

NATURE OF WORK:

The Clerk of the Council shall give notice of meetings to its members and to the public, maintain a journal of its proceedings and perform any other duties that may be provided by ordinance or by other vote of the Town Council. The Clerk of the Council shall provide administrative and secretarial services to the members of the Town Council.

SUPERVISION:

Reports to the President of the Council (*directly*), and ALL Councilors (*indirectly*).

JOB ENVIRONMENT:

Work is performed under typical office conditions with minimal physical effort.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance. The Town council as required may assign other duties.)

- Performs all duties of the Clerk of the Council as described in **Chapter 189 of the Acts of 2005**, also known as the "Braintree Charter" or "The Charter".

- Attends all Town Council meetings and other evening meetings as required. Supervises the recording of meeting minutes and prepares meeting agenda packages and other material as required. Notifies all applicable parties of actions taken at Town Council meetings.
- Maintains records of all Council votes, activities, resolutions, ordinances, changes and proposals. Maintains a record of all ordinances in a book properly indexed and shall number such ordinances consecutively in each year. Shall provide copies of the ordinances enacted during the year for inclusion into the Town's annual report. Shall assist with the periodic review of the charter and ordinances.
- Shall perform the Clerk of the Council duties as specified in Section 7-7, "Citizen Initiative Measures" and Section 7-8, "Citizen Referendum Procedures" of the Braintree Charter.
- Coordinates the publishing of every proposed ordinance, appropriation order or loan authorization in a local newspaper and any additional manner as described in the Braintree Charter.
- Acts as liaison to the general public for the Town Council. Coordinates with other town departments, town employees and government agencies for the Town Council.
- Answers phones and takes messages for Council members, Opens, reviews, sorts and distributes mail and prepares outgoing mail, facsimiles, and parcels.
- Composes, types, copies, prints, files, posts, logs, and/or transmits conventional and electronic correspondence, reports, charts, forms, ordinances/resolutions, legal documents, statements, warrants, affidavits, lists, bids, notices, purchase orders, work orders, and/or related documentation; maintains and updates related files; takes dictation and transcribes correspondence.

- Creates and/or maintains spreadsheets, databases, filing systems, and resource library. Submits requests to departments as needed by Council members.
- Assists the Town Clerk as directed by the Town Council.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Working knowledge of office practices and procedures. Familiarity with municipal government rules and regulations pertaining to the Council as dictated by the "Charter".

Skills: Advanced computer application skills including Word, Excel and PowerPoint programs. Excellent organizational and communication skills.

Ability: Ability to maintain confidentiality. Ability to multi-task and prioritize assignments. Ability to work independently. Ability to communicate effectively, both orally and in writing. Ability to research information on the internet. Ability to work as a team player.

REQUIRED QUALIFICATIONS:

- Associate's degree preferred, high school diploma required.
- Five (5) years of experience in general administrative, office management and secretarial work, paralegal and municipal experience strongly preferred.
- A thorough understanding of Microsoft Office products such as Word, Excel and PowerPoint required.

Approved by Town Council Date Approved: 2/6/08 Classification: Mn-6 Union: N/A
