



19 Celt Road, PO Box 152 Stanardsville, VA 22973

Town Clerk Independent Contract

Nature of Work

This is responsible administrative work in directing all activities of the Town Clerk.

Work responsibilities include the preparation and maintenance of all Council records and other official municipal documents, assistance of elections within the Town, recording various documents and vital statistics. Work involves extensive public contact in collecting various files and providing information. Work is performed in accordance with the charter, ordinances and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials.

Examples of Work

Attends Town Council meetings, prepares agenda, record and edit minutes of the proceedings and maintains indexes and preserves all permanent Council and other Town records. Distribute records to appropriate officials and staff members. Issue public notification of all official activities and meetings.

Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by state law. This includes, but is not limited to, the Code of Virginia, sections 15.2-1538 & 15.2-1539.

Coordinates and supervises the conduct of all Town elections with Greene County General Registrar's Office.

Validates official documents; oversees posting of official notices, ordinances, and advertisements. Records papers with the Federal, State and County governments as needed. Update Town's official Web Site as necessary.

Acts as the custodian of the official Town seal.

Maintains a public information service and, in response to FOIA requests, furnishes information and material concerning the Town government. Serve as Towns designated FOIA Officer.



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Accounts for all public monies received by him/her in such manner as the Council may prescribe. Maintain income and expense budgets. Prepare Annual Budgets to be adopted by Council.

Acts as, or arranges for, a clerk for all municipal boards and committee meetings as directed by Council.

Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents. Sets up and maintains a records retention and destruction system for the Municipal Records.

Perform contract administration duties, assisting with bid openings and the awarding of contracts.

Updates Charter, Code and Ordinances as necessary.

Requirements of Work

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town and City Clerks.

Thorough knowledge of modern office procedures, practices and equipment. Knowledge of bookkeeping.

Ability to rapidly acquire and assimilate knowledge of the provisions of the Town Charter, Town ordinances, and State regulations relating to operation of the office and Town government and ability to communicate same to office staff, other Town officials and the public.

Ability to establish and maintain effective working relationship with other Town officials, employees and the general public.

Proficiency in the use of typical office software such as Word/WordPerfect, Adobe, Excel, etc. Experience with Quick Books or compatible software is required.

Ability to organize and maintain records and prepare reports.

Desirable Experience and Training

Mayor Gary E. Lowe

Council Member Richard Early

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Council Member Michael Woikowicz

Council Member Doris Swenson

Council Member Jon Newton



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Considerable experience in clerical work of a responsible nature including experience with general public contact. A minimum of a high school education required. Courses in accounting, business education, office procedures, and computers are desirable.