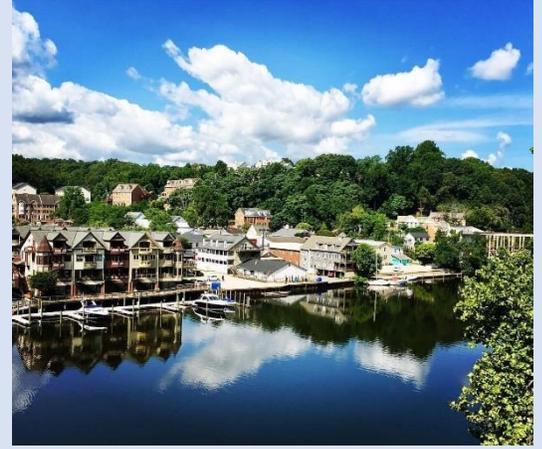


# The Town of Occoquan is seeking an experienced and proficient leader to serve as its next Town Clerk

## ABOUT OCCOQUAN

Occoquan is a historic community with a three-hundred-year heritage and yet, within walking distance from any point in town, you will find a compelling blend of the traditional and the innovative, the relaxed and the vibrant, the past and the present. Home to over one-thousand residents, Occoquan's economy includes an eclectic mix of more than fifty small retail shops and numerous dining experiences. Occoquan is part of a regional arts and cultural district and hosts several art cooperatives whose members work in a variety of media. The Town is popular for its beautiful parks and trails, as well as water activities on the river that shares our name.



Occoquan is a full-service Town government with six full-time Town employees, two part-time permanent Town employees and an additional dedicated police force. The annual Town budget is approximately one million dollars.

In addition to police services, the Town provides solid waste and recycling collection, engineering and zoning, events and community development, business support, and other citizen services. The Town is governed by a Council-Manager form of government, which includes an elected Mayor and five Councilmembers who appoint a professional Town Manager. The Town Manager is responsible for the day-to-day operations and policy implementation, and the Town Council sets policy and focuses on the future and strategic planning for the community. The Town of Occoquan focuses on innovation, business enhancement, and protecting and enhancing our residents' quality of life. In support of these efforts, the Town is currently embarking on a number of key initiatives, including a parking management plan, various public works and public safety projects, stormwater management, and information technology projects including equipment upgrades, document management, and streamlined and accessible citizen services.



To learn more about the Occoquan community, visit [www.OccoquanVA.gov](http://www.OccoquanVA.gov).

## POSITION PROFILE

The Town of Occoquan is seeking a candidate who is **highly self-motivated, organized, and customer-service oriented**. The ideal candidate is **public service-centered and committed to serving the Occoquan community**; is **flexible** in managing a wide-range of challenges and tasks; and is interested in working both independently and in a **team environment**. No previous government experience required.



The Town of Occoquan has an immediate opening for a full-time Town Clerk. This key administrative position performs highly responsible administrative and paraprofessional work in the coordination of the daily operations of the Town of Occoquan. The Town Clerk is responsible for supporting meetings and keeping a correct and proper record of the proceedings of the Town Council; publishing ordinances and resolutions; serving as the custodian of Town records; and supporting daily operations through public interface and administrative support. Work is performed under the supervision of the Town Manager.

## ABOUT THE POSITION

### ESSENTIAL JOB FUNCTIONS

- Serves as custodian of all Town records in accordance with the Library of Virginia regulations. Maintains hard copy and electronic document database.
- Publishes all ordinances, resolutions and proclamations adopted by the Town Council and maintains a current and permanent record.
- Maintains the official copy of the Town Code, including responsibilities for all re-codifications.
- Prepares and distributes meeting agenda packets and associated materials for the Town Council, Planning Commission, Board of Zoning Appeals and Architectural Review Board. Serves as staff support for Planning Commission.
- Attends all regular and public hearings of the Town Council and keeps a correct and proper record of its proceedings; advertises/posts legal notices for town meetings and hearings in accordance with the timelines established by state statute.
- Keeps record of the Town's boards and commissions' membership and attendance, and schedules appointment considerations by Town Council when appropriate.
- Updates and manages content on the Town's website.
- Assists with the zoning approval request process and prepares message and precious metal licensing renewal notifications.
- Develops content and produces the monthly Town newsletter.
- Serves as the Town's Freedom of Information Act Official and coordinates the Town's response to requests.
- Greets and assists visitors to Town Hall and provides exceptional customer service.

- Maintains effective working relationship with employees, officials and the public. Handles public relation problems courteously and tactfully.
- Answers phones and provides information and assistance to the public on request. Assists by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to Town staff and/or officials.
- Maintains the public trust by keeping information confidential as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

- Serves as Notary.
- Works on special projects as assigned by the Town Manager.
- Provides customer service and supports administrative office coverage during core business hours. Cross-trained on basic town functions and programs to aid in the continuity of town services.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing system, etc.
- Assists with Town-sponsored events as needed.
- Performs related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of administrative office management and customer service principles. Thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports and correspondence; 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. Thorough knowledge of the functions and organization of municipal government a plus.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in a relevant field supplemented by three years of responsible professional work experience; or an equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities. Experience with document management and excellent writing skills preferred. Experience in local government a plus, but not required.

### **POSITION SPECIFICS | OPEN UNTIL FILLED**

**Benefits:** Virginia Retirement System (VRS) Member; Employer Paid Life Insurance and Disability; The Local Choice health benefit program; Vacation and Sick Leave.

**Hiring Range:** \$40,000 - \$45,000

**Position Status:** Full-Time Exempt; Core Hours 8 a.m. – 5 p.m.

## **HOW TO APPLY**

Send your Cover Letter, Resume, and completed Town Application to:

**Via Email:** [kjovanovich@occoquanva.gov](mailto:kjovanovich@occoquanva.gov)

**Via Mail:** PO Box 195, Occoquan, VA 22125

**In-Person:** 314 Mill Street, Occoquan, VA 22125

For more information and to access the Town application, visit: [OccoquanVA.gov/employment-opportunities](https://occoquanva.gov/employment-opportunities)

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.