



TOWN OF ROSS

invites applications for

TOWN CLERK/SENIOR MANAGEMENT ANALYST



TOWN CLERK/SENIOR MANAGEMENT ANALYST



The Town of Ross is seeking a full-time, experienced Town Clerk/Sr. Management Analyst. This position will be responsible for all functions of the Town Clerk's office, as well as providing administrative services for Human Resource functions, communication services and information technology. This position will also provide analytical support to the Town Manager for special projects.

IDEAL CANDIDATE

Reporting directly to the Town Manager, the Town Clerk will be responsible for all functions of the Town Clerk's office including public meetings, notices, agendas, minutes, elections, maintaining all official Town records and documents, as well as providing administrative service for Human Resource functions, communication services, payroll, and administrative and analytical support for the Town Manager. This position serves as the liaison between the Town, its residents, outside agencies and the general public and requires an outstanding person who aspires to excellence in customer service, is a committed team player, and has exceptional interpersonal and communication skills.

A Bachelor's Degree required. Minimum two years experience working in a government municipality, with Town Clerk experience preferred.

Must maintain a valid California driver's license throughout employment.

THE POSITION (not limited to the following)

Must have knowledge of:

- The Brown Act, Public Records Act, Political Reform Act, the Elections Code, and sections of the California Government Code dealing with retention of public records.
- Excellent organization skills and the ability to efficiently and accurately, prioritize and execute multiple tasks.
- Ability to analyze, solve problems and make recommendations to the Town Manager.
- Detail oriented self-starter willing to work in a support function as a team player.
- Ability to write staff reports as needed.
- Establish and maintain effective working relationships with all those contacted in the performance of required duties.
- Excellent interpersonal and communication skills both written and oral. Strong ability to use computer programs such as Microsoft Office Suite. Familiarity with other programs such as Constant Contact.
- Provide excellent customer service.
- Work occasional evenings and after hours as needed.

The Ross Community



Ross is located in the heart of the Ross Valley in Marin County, approximately 12 miles from the Golden Gate Bridge and 6 miles from the Richmond-San Rafael Bridge. It is primarily a single family resi-dential community of approximately 2,530 residents. Our town center includes the wonderful Ross Common, the nationally renowned Ross School and the charming small, Ross commercial area.

ABILITY TO:

- Create and distribute Council agenda and materials to Council, staff and others; oversee the preparation and distribution of notices for public hearings, administrative and public reports, bulletins, questionnaires and other documents. Attend all Council meetings and oversee preparation of minutes.
- Assist and prepare resolutions, ordinances, proclamations and commendations; oversee the publication, posting, distribution, retention, maintenance and storage of legal and other official documents such as public hearing notices, meeting agendas, meeting minutes, ordinances, resolutions, agreements, and contracts for and concerning the Town.
- Respond to public information requests.
- Serve as filing officer for conflict of interest Form 700 statements as well as campaign statements for all elected officials and designated employees as required by the Fair Political Practices Commission.
- Serve as the Town's election official, prepare all documentation, resolutions and notices as required by law to conduct elections and to obtain county services; prepare and distribute all forms and information to candidates; administer the election process and maintain all election filings.



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ABILITY TO (cont'd):

- Maintain calendar of Council activities, meetings and various events and coordinate activities with other Town Departments and the general public.
- Participate in quarterly Town Clerk meetings with County Elections Department and professional associations such as MMANC.
- Research, compile, organize and analyze information and data for special projects, outside agencies and various reports and publications; design and implement forms; prepare written materials to explain Town procedures.
- Develop and maintain content for the Town's website and ensure that all material is updated as needed. Work closely with webmaster in all aspects of design production.
- Serve as human resources officer overseeing employee personnel files and records and workers compensation claims. Attend employment law workshops as necessary to keep up to date on employment issues. Provide benefits administration and counseling to staff and conduct new employee orientations and exit interviews.
- Serve as event coordinator overseeing Town employee functions and Council events. Create and design graphics, invitations, flyers, etc.
- Supervision of part-time Office Assistant.
- Assist Town Manager with special projects as needed.
- Eye for detail when processing financial information.

COMPENSATION & BENEFITS

- Salary \$112,836 - \$130,620 annually
- CalPERS Retirement 2% at 60 for Classic employees; 2% at 62 for those new to CalPERS
- Medical paid to family Kaiser rate
- Dental Care
- Vacation, Administrative, Sick Leave
- Long Term Disability & Life Insurance
- 13 Paid Holidays
- Town participates in Social Security
- FSLA: Exempt

HOW TO APPLY

Qualified applicants are invited to apply by submitting the following:

- Cover letter
- Resume with the month/year of employment
- Town of Ross Employment Application found at <https://www.townofross.org/hr>

Submit application materials via email to cmartel@townofrossca.gov.

Deadline to apply: March 9, 2026

Panel interviews will be held the week of March 16.

Town of Ross
Attn: Human Resources
P.O. Box 320
Ross, CA 94957

www.townofrossca.gov

The Town of Ross is an equal opportunity employer.

Please contact Town Clerk if you have questions about the position or the recruitment process at 415.453.1453, ext 105.

