

## **JOB DESCRIPTION**

### **ASSISTANT TOWN CLERK**

#### **Overall Responsibilities**

- 1 The Assistant Town Clerk will assume the responsibilities of the Town Clerk in their absence.
- 2 The post-holder will provide administrative, clerical and secretarial support to the Mayor and Town Clerk.

#### **Specific Responsibilities**

- 1 To assist the Town Clerk in preparing agendas and reports as appropriate for meetings of the Council (or such other committee(s), sub-committee(s), working parties as may be designated from time to time) and to attend meetings as required to give advice and prepare the minutes thereof.
- 2 To service the meetings of the Arts, Events and Heritage Committee; to attend those meetings, take minutes, act upon decisions taken and deal with correspondence.
- 3 To manage the personnel records to include monitoring of annual leave and sickness absences.
- 4 To manage the Mayor's diary and undertake all administrative, clerical and secretarial work for the Mayor.
- 5 To manage the Council's filing systems – both paper and electronic to ensure appropriate recording and filing systems and to set up and maintain information systems, inputting and retrieving data as required.
- 6 To deal with telephone, face to face and email enquiries relating to the work of the Council.
- 7 To manage the Heritage Centre bookings.
- 8 To receive, sort and respond to incoming mail.
- 9 To manage the town vehicle eg ensure road fund licence, MOT, servicing etc is up to date.

- 10 To manage the Council's sponsorship opportunities including – St Georges flags, Christmas Tree scheme, Hanging Baskets and floral displays.
- 11 To organize the Council's events – including – Larks in the Park programme, the two yearly Food Festivals, Christmas Light Switch On event, Remembrance Service and Christmas Eve Carol Service
- 12 To manage the Council's monthly Market
- 13 To be responsible for undertaking and keeping up to date all the Council's risk assessments.
- 14 To assist the RFO in all aspects of their role, including deputising for the RFO in prolonged absences. Including ordering, payments, banking and invoicing.
- 15 To receive training and attend courses, seminars etc relevant to the functions of the post.
- 16 To undertake all tasks in accordance with the Council's Equality and Diversity Policy, its Health and Safety Policy, other agreed policies and procedures and appropriate legislation.
- 17 To carry out any other duties reasonably requested by the Town Clerk and the Council.