

Westerham Town Council

JOB DESCRIPTION – ASSISTANT CLERK TO THE COUNCIL

Overall Responsibilities

The primary role of the Assistant Clerk is to support the role and function of the Town Clerk. Specific responsibilities as set out below and others as circumstances require, will be delegated by the Town Clerk, to whom the Assistant Clerk reports. The Council has the right to alter or amend the job description as circumstances require.

Specific Responsibilities

1. To act as the joint point of contact for members of the public and external bodies, via e-mail, telephone and personal contact. This work shared with the Clerk and Deputy Clerk.
2. To prepare, in consultation with appropriate members and the Clerk, agendas for meetings of the Highways and Lighting Committee. To attend such meetings and prepare minutes for approval and act on the decisions made.
3. To deal with correspondence and routine matters relevant to the Committee or as directed by the Clerk.
4. To project manage when authorized as so delegated by the Council.
5. In conjunction with the Town Clerk, to issue notices and prepare agendas for the Town Meeting and to attend the Meeting.
6. To deputise in general terms in the absence of the Town Clerk or Deputy Clerk i.e. annual leave and sickness.
7. To attend training courses or seminars as required by the Council.
8. To act as the representative of the Council as required.