



Town of Montague, MA

Town Clerk

The **Town of Montague** (Pop 8,580) seeks a collaborative Town Clerk with a thorough knowledge of relevant statutes and regulations applicable to duties and responsibilities of a municipal Clerk's office. Montague is a dynamic community comprised of five villages nestled along the Connecticut River in the upper Pioneer Valley of Western Massachusetts.

The Town Clerk is appointed by the Selectboard and is supervised by the Town Administrator. The position supervises a full-time Assistant Town Clerk, a part-time Administrative Assistant, and several part-time election and precinct workers.

Montague has an S&P Global Bond Rating of AA and stable finances. The Town is led by a three-member Selectboard with a Town Administrator overseeing daily municipal operations. Montague has a representative Town Meeting, six voting precincts, and a total budget of approximately \$26 million. The Town has an Airport and Sewer Enterprise Fund. School, fire, and water are separate districts.

The target start date is early to mid-June 2025.



Salary range is \$67,277 to \$82,394. The successful candidate will receive an attractive compensation package including health and retirement plans and paid time off. Regular work week is Monday through Thursday, 35 hours/week, with some evening meetings. This is a non-union position. This is an IN-PERSON position. The Town of Montague is an Equal Opportunity Employer.

Town Clerk References

- ✓ [Town Clerk's office webpage](#)
- ✓ [Town Meeting Information](#)
- ✓ [Election Information](#)

Key Functions

- Serve as the custodian of official Town documents
- Serve as the Town's Public Records Officer and Registrar of Vital Statistics
- Issue a variety of municipal licenses, permits, and certificates
- Oversees all local, state, and federal elections, preparing materials and coordinating across polling locations

The Position

The Town Clerk is responsible pursuant to Massachusetts General Law, for direction, supervision, administration, and operation of the Town Clerk's Office, including, but not limited to, the maintenance of official municipal records, vital statistics, town census, issuing licenses and permits, and other official documents, collecting payments, administering fair and impartial elections, and providing information to the general public and town departments.

For priority review, please submit resume and cover letter (one single .pdf) by **Friday, April 11, 2025** to:

Chris Nolan-Zeller, Assistant Town Administrator
Town of Montague
chrisn@montague-ma.gov
EEO/AA Employer
www.montague-ma.gov

Ideal Candidate

Associate degree or higher

Minimum of three to five years of related experience

Certified Municipal Clerk designation (CMMC/CMC)

Excellent knowledge of relevant laws, regulations, and practices relevant to directing a municipal clerk's office in MA.

Working knowledge of local, state, and federal laws and regulations involving the conduct of elections and public records.

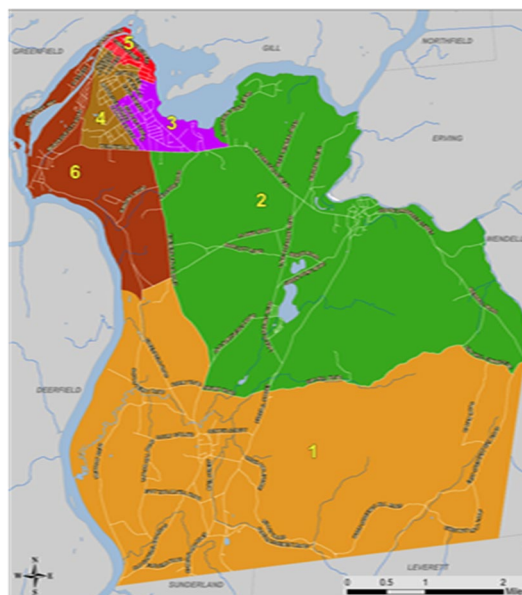
Knowledge of Town government operations and Town Meeting protocols and procedures.

Ability to establish and maintain effective working relationships with employees, board members, and the public.

Ability to utilize office software including word processing, spreadsheet applications, and social media in support of department operations.

Eagerness to facilitate transparency of the Town Clerk's Office through technology and other means.

Montague Voting Precinct Map



TOWN CLERK TOWN CLERK

DEFINITION

Position is responsible, pursuant to Massachusetts General Law, for direction, supervision, administration, and operation of the Town Clerk's Office, including, but not limited to, the maintenance of official municipal records, vital statistics, town census, issuing licenses and permits, and other official documents, collecting payments, administering fair and impartial elections, and providing information to the general public and town departments.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as the Custodian of official Town Reports and public documents, responsible for the recording and certification of all Town official actions including Town Meeting actions; general and zoning bylaws, personnel bylaws, rules and regulations of all town boards and committees; business certificates; professional registrations; conflict of interest disclosures; historical records.
- Develops and implements/organizes management practices regarding the management of public records, posting of Town Meeting notices, compliance with the State's Open meeting Law, and filing or storage of official town documents.
- Issues a variety of municipal licenses, permits, and certificates in accordance with State laws and local regulations; receives completed forms and processes; submits turnovers and necessary reports to the Town Treasurer and Accountant as required.
- Serves as the Public Records Officer or Registrar of Vital Statistics for the Town; oversees and participates in the creation, maintenance, recording, and issuance of certified copies of births, deaths, and marriages; submits reports to the state and other authorities as required. Responsible for the repair, binding, maintenance, and proper storage of all permanent records in the Town Clerk's custody in compliance with the State Public Records law.
- Oversees all local, state, and federal elections held and coordinates all polling locations of upcoming elections; prepares all election materials, supplies and equipment for various election polling sites; supervises election workers and processes the payroll for precinct workers; prepares and reconciles records pertaining to election results with the Secretary of State's Office, newspapers, radio, etc.
- Serves as a member of the Board of Registrars including but not limited to certifying election nomination papers and absentee ballot requests in accordance with State law.
- Registers new residents and updates the Central Voter Registry files of the Secretary of State's database. Constantly updates changes in voter and/or resident records; prepares, maintains, and distributes school census; responsible for population statistics.

Administers the annual town census and serves as the Town's designee regarding the completion of the federal census; responsible for the updating, printing and distribution of the Town census forms. Arranges for and maintains the Town's Annual Census; prints and distributes the Town's Annual Street List.

- Administers the oath of office for town officials. Keeps records of oaths and resignations; provides open meetings and conflict of interest regulations to all sworn employees. Serves as municipal liaison to the State Ethics Commission and the Open Meeting Law.
- Attends Town meetings to take and transcribe minutes of meetings; reviews and attests to warrants; prepares voting lists, records votes on all matters voted at town meeting; provides assistance to the Town Meeting moderator, as necessary.
- Prepares and administers the department's annual operating budget.
- Serves as a general information center for the public.
- Attends department head, required town meetings and subject specific board or committee meetings in-person or through remote meetings.
- Serves as the "Keeper of the Seal" and attests by signature, to Town bylaws, resolutions, contracts, easements, bonds, and other documents requiring Town certification.
- Receives and files all claims and actions against the Town.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under administrative direction and mandated by the Secretary of State, the employee works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to resolve all conflicts that arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others. The manager is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives and determines organizational structure, operating guidelines, and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing

objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Associate degree and 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience.

Certified Municipal Clerk designation; able to be bonded; valid driver's license.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of local, state, and federal statutes and regulations applicable to the duties and responsibilities relating of a municipal Town Clerk's office including the conduct of local, state, and federal elections and the maintenance of public records. Working knowledge of office administration, secretarial practices, financial record keeping and automated office systems. Working knowledge of office software including word processing, spreadsheet applications, and social media, in support of department operations. Knowledge of Town government operations and Town Meeting protocols and procedures. Proficiency in using current office technology and software, including Microsoft Office Suite (or similar), as well as cloud, virtual meeting platforms and web-based applications.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills: Effective communication skills, problem-solving skills, and customer-service skills.

WORK ENVIRONMENT

The work is performed in an office setting and off-site locations. Work may be performed beyond usual workday hours during peak periods.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers/ballots, polling machines, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.

Town of Montague
Town Clerk

The Town of Montague, MA Selectboard seeks qualified applicants for the position of Town Clerk. The position is responsible for direction, supervision, administration, and operation of the Town Clerk's Office, including, but not limited to, the maintenance of official municipal records, vital statistics, town census, issuing licenses and permits, and other official documents, collecting payments, administering fair and impartial elections, and providing information to the general public and town departments.

The Town seeks a collaborative candidate with a thorough knowledge of statutes and regulations applicable to the duties and responsibilities of a municipal Town Clerk's office, including the conduct of local, state, and federal elections, and the maintenance of public records. Minimum qualifications include an Associate's degree and 3 to 5 years of related experience; certified Municipal Clerk designation; or any equivalent combination of related education, training, certification, and experience. The selected candidate must be able to be bonded and hold a valid driver's license.

Salary starts at \$67,277 and the scale goes to \$82,394. Work week is Mon. through Thurs., 35 hours/week, with some evening meetings. The Town of Montague is committed to a collaborative team environment and competitive benefits. A job description is available at www.montague-ma.gov. Target start date is May 19 – June 2, 2025.

For priority review, please submit resume and cover letter by April 11, 2025 to:
Chris Nolan-Zeller, Assistant Town Administrator
Chrisn@montague-ma.gov
EEO/AA Employer