



Position:	Town Clerk
Reports to:	Town Board of Trustees
Supervision Exercised:	Statutory duties and supervise Administration
FLSA:	Exempt
Salary Range:	DOQ (full range \$77,445 - \$108,423)

General Statement of Duties

This position performs administrative and professional functions as provided by law and serves as one of the Town's key management staff. It is a highly responsible position providing key leadership, strategic direction, and supervision to the Administration office personnel. The responsibilities may be delegated to a Deputy Town Clerk or other staff as appropriate. It is intended that the Town Clerk be the responsible party with others carrying out much of the day to day work, although this position is a hands-on manager working closely with the Town Administrator and Board of Trustees.

NOTE: The essential functions and major responsibilities listed are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties anticipated to be performed, however, designated employees may perform duties as assigned.

Essential Functions

Supervise Administration personnel:

- Provide leadership and administrative support to all departments.
- Develop administrative staff to provide excellent customer service to internal and external customers.
- Evaluate, recommend change and/or improvements for the administrative office.

Clerk role:

- Provide full support, or oversee support, to Town Board meetings, workshops as necessary, Planning Commission, Board of Adjustment, and Parks and Trails Commission and other public meetings. This includes scheduling, preparing the agenda, attending the meeting, recording proceedings, distributing minutes, and performing required follow-up.
- Support Board activities, functions and needs, including necessary orientation and training.
- Establish records management and oversee maintenance of Town files and records in accordance with state archival guidelines and Town policies.

- Maintain Municipal Code of Ordinances and policies to ensure amendments and updates are incorporated accordingly.
- Coordinate and monitor the preparation and required publication of Town ordinances, resolutions, and other notices in accordance with the requirements in Town Ordinance and State Statutes.
- Conduct Municipal Elections in accordance with the Colorado Municipal Election Code or coordinated elections with El Paso County as appropriate.
- Administer and maintain Town licensing provisions as specified by Town Code, State Statutes and regulations, including liquor and marijuana licensing.
- Communicate with and interact with the public to ensure all pertinent Town information and questions are answered accordingly; maintain Town website content.
- Oversee maintenance of proper financial records in accordance with governmental accounting practices and procedures.
- Oversee the preparation, implementation, and monitoring of the Town's annual budget.
- Responsible for all Colorado Open Records Act requests and requirements.
- Oversee the administrative functions related to the Town of Palmer Lake Municipal Court.
- Assist with Human Resources functions for Town employees.
- Carry out other duties and responsibilities as assigned or necessary for the proper conduct of Town business.
- Continually seek to improve job skills through education/training.

Finance role:

- Perform and/or oversee designation of required duties of the Budget/Finance Officer for the Town.
- Ensure compliance with the adopted budget, performing cost control and cash-flow analysis throughout the year, ensuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Advise the Board and Administrator of the Town's financial condition and current/future needs.
- Provide the appropriate tools to ensure that modern accounting practices are employed.
- Administer grant applications and grant contracts through completion.
- Develop and administer necessary contracts and other agreements.

Citizen communications:

- Communicate Board plans, municipal code requirements, and Town policies and procedures to citizens, commissions, groups, and other agencies as needed.
- Receive, respond to, and assist to resolve public inquiries and complaints, while keeping the Board of Trustees and Town Administrator informed on the status of various citizen concerns.
- In conjunction with designated staff, coordinate the administration of the Town website and media communication.
- Represent the Town at presentations, workshops, conferences, and other assigned gatherings.

Other:

- Attend professional development meetings, trainings, seminars, and workshops, and works to enhance a professional communication network at state levels, regional levels, and within the professional community in general.

- Assist designated staff with insurance and benefits administration, day-to-day clerical needs, permitting and licensure issuance, information technology maintenance, records management and other tasks as needed.

Knowledge of:

- Firm grasp of established best practices and state of applicable law in the field of local governance.
- Knowledge of business retention and redevelopment and related public financing methods.
- Familiarity with trends in technology useful for municipal functions.
- Knowledge of commercial sector needs and responsive to local business community concerns.
- Thorough knowledge and demonstrated skills in municipal management; financial accounting; and municipal, state, and federal programs and decision-making processes.
- Thorough knowledge and demonstrated skills in problem-solving, ability to synthesize information and work with others to develop alternative solutions and resolve conflict.
- Analytical skill and a talent for innovation that can introduce to local government effective management practices from private business.
- Strong knowledge of fiscal and other laws specific to Colorado, such as GASB, TABOR, CGIA, Gallagher, CORA, Sunshine Law.
- Broad knowledge of employment law and Human Resources practices for a public employer.
- Knowledge of federal and state laws regulating the Town's financial, environmental, and general operations.
- Familiarity with historic preservation and the Colorado State Historical Fund.
- Demonstrated skill in interpersonal, written, and oral communications.
- Demonstrated skill in managing difficult or emotional customer or staff situations, focusing on solving not blaming, maintaining confidentiality, and keeping emotions under control yet remaining open to the ideas of others.

Ability to:

- Understand and follow oral and written instructions in the English language.
- Operate a personal computer to create and manipulate databases, word processing, spreadsheets, records archival software, email, and internet.
- Proficiency in Microsoft Office products.
- Work cooperatively with elected officials, employees and the public, often under stressful circumstances.
- Communicate orally and in writing with co-workers, employees, and the public in a tactful and courteous manner, in person, by telephone, and electronically.
- Operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements, such as keyboard, calculator, etc.
- See well enough to operate office machines and review work products.
- Lift and maneuver file boxes and other office items of up to 25 pounds.
- Dexterity to allow general reaching, handling, and grasping of routine office items.
- Work safely without presenting a direct threat to self or others.

Education/Training Requirements:

- High School degree or equivalent. A Bachelor's degree or higher in Public Administration or related field is preferred, or a field closely related to a multiservice business organization or municipal government.
- A minimum of three years responsible experience in the Municipal Clerk or Administrator profession.
- Certified Municipal Clerk or Master Municipal Clerk designation preferred, or the ability to obtain CMC certification within 3 years of employment.
- An appropriate combination of private or public sector experience and professional education leading to a proven capability to manage the affairs of this municipal corporation. Any equivalent combination of education and experience will be considered.

Additional Requirements:

- This position may require travel to off-site locations for errands or training. If a Town vehicle is used, must be physically capable of operating the vehicle safely, possess a valid driver's license and have an acceptable driving record.
- The person hired for this position must be able to provide documentation of eligibility to work in the United States.

Personal Characteristics:

- Unquestioned integrity and ethics; demonstrates the highest standards of professional conduct.
- Genuine interest in the community; community pride and character; approachable; and responsive toward residents, businesses, and stakeholders.
- Understanding of the need to listen and learn before acting upon initiatives or making significant changes; acknowledgement that reasonable people do not always agree; ability to deal with conflict professionally and respectfully.
- Tactfulness, professionalism, respectfulness, consideration, follow-through, and ability to respond well under pressure.
- High energy, imaginative, patient, and good humored.
- Shows open rapport with staff members, valuing the talents and accomplishments of everyone.
- Ability to learn from past mistakes; accepts responsibility; and puts the success of the team and Town ahead of personal goals or interests.
- Commitment to appearing at Board meetings and actively participating in Town and community functions as appropriate.
- Understanding of the importance of positive public relations, including communications with the public and media and skill in public speaking and presentations.
- Recognition of the importance of the public profile of appointed officials and comfort with participation in community affairs.

Performance Expectations and Appraisal:

A Town Administrator can expect to establish mutually agreeable performance expectations and goals with the Board of Trustees within the first six months of employment. The Board will review these on a regular basis and adjust compensation accordingly.

Physical Requirements:

This job is conducted mostly in an indoor environment with typical indoor climate, lighting, and air quality. Tasks may be conducted either sitting or standing at a desk for most of the workday. The person in this position should expect to experience pushing/pulling of up to 25 pounds; bending/reaching/twisting occasionally; and to occasionally lift and carry up to 25 pounds. Outdoor environment and vehicle travel may be experienced occasionally during errands out of the office.

Notice:

All qualified applicants will receive consideration for employment without regard to ancestry, color, creed, gender variance, genetic characteristics, immigration status, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, source of income, age, or pregnancy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Sunshine Law Notice:

Résumés and all application materials will be kept confidential until finalists are announced. The full record of finalists will be subject to public disclosure no later than 14 days prior to an offer of employment, as per Colorado Statute 24-6-402 (3.5).