



The Town of Green Mountain Falls

Town Clerk/Treasurer Job Announcement

Position Title:	Town Clerk/Treasurer
Classification:	Full-Time Exempt
Announcement Date:	August 2, 2022
FLSA:	Exempt
Application Deadline:	Wednesday, January 11 th , 2023
Compensation:	50,000-60,000 Annually depending on qualifications

General Statement of Duties: Performs administrative, professional, and clerical duties in support to the Town Board, Town Staff and Planning Commission. Serves as Municipal Court Clerk, Designated Election Official, and Records Manager.

The essential functions and major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. Other duties and responsibilities may be assigned by the Town Board or Town Manager at any time. A complete Job Description can be found on the Town's website at <https://greenmountainfalls.colorado.gov/>

Reports To: This position operates with a high degree of autonomy and requires independent decision-making. The position reports to the Board of Trustees for statutory duties, and to the Town Manager for administrative functions.

Qualifications, Education, and Experience:

- Must be bondable.
- Designated by the International Institute of Municipal Clerks as a Certified Municipal Clerk or Master Municipal Clerk, or the ability and commitment to obtain such certification within three years of employment.
- Colorado Notary Public, or the ability to obtain such within six months of employment.
- Bachelor's Degree or higher in public administration, business administration, communication, or a related field.
- At least three years of office management experience in a local government.
- At least three years of direct customer service in a government organization.

- Any equivalent combination of education and experience will be considered.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

Must be able to perform the essential functions of this job, with or without accommodation.

Physical Demands

The person in this position must be able to remain in a stationary position 50% of the time; needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Occasionally moves office equipment weighing up to 40 pounds. The person in this position frequently communicates with Board members, staff, vendors, and residents; must be able to exchange accurate information in these situations. Must be able to identify Board members, staff, vendors, and residents, as applicable. Must be able to observe, assess, record, and interpret information.

Work Environment

Work is performed primarily in an office setting with in-person and telephone contacts and may involve frequent interruptions. Work requires attendance at evening and/or weekend meetings.

Equipment Used/Required

Frequently operates a computer and other office productivity machinery, such as a calculator, copy/fax machine, and computer printer.

Benefits

- 3-6% employer match to Colorado Retirement Association 401 and 457 plans
- 100% Employer-paid medical, dental, and vision insurance for employee
- Typical 3% Cost-of-Living Annual salary increase

Positing is open until filled. First review of applications will be those received by 5:00 p.m. January 11, 2023

Complete application must include a letter of interest, resume, including salary history and five professional references and a professional writing sample, completed by the applicant. (**NON-SENSITIVE AND NON-CONFIDENTIAL** official memo, letter, policy, directive, or other such correspondence).

Equal Opportunity Employer

Application forms can be found on the Town's website at: <https://greenmountainfalls.colorado.gov/> and will be accepted via email.

Submit applications and inquiries on the application selection process to:

Becky Frank, Town Manager
Green Mountain Falls Colorado 80819
Manager@gmfco.us