



The Town of Green Mountain Falls

Town Clerk/Treasurer

Job Description

Revised 01/4/2023

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

This position is FLSA exempt and anticipates that the workload will require forty or more hours per week. Evening meetings are required.

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.

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.

Supervisory Responsibility: May supervise administrative support staff.

Essential Functions:

Board of Trustees Support

- Provides administrative support to the Board of Trustees.
- Prepares and produces the agenda packet.
- Attends meetings, takes minutes, and maintains audio recordings of meetings.
- Ensures meetings are in compliance with the open meetings laws.
- Maintains the Board's calendar of activities.

Planning Commission Support

- Serves as recording secretary to the Planning Commission
- Prepares and produces the agenda packet
- Attends meetings, takes minutes, maintains audio recordings of meetings
- Ensures meetings are posted to the public and website.
- Serves as liaison between the Planning Commission, Board of Trustees, and other administrative staff.

Other General Duties:

- Provides general reception customer service for Town Hall, including phone and walk-in customers.
- Processes requests and manages records for use of Town facilities, including the gazebo.
- Ensures the posting of legal notices including the publication, posting and distribution of notices for public meetings and hearings.
- Provides general information to citizens and responds to all communications.
- Maintains and updates the Town's website and social media accounts.
- Writes a variety of documents that may be technical, legal, or procedural.
- Ensures that Town Hall is open and appropriately staffed during all regular business hours.

Records Management:

- Develops and administers the Town's records management program, filing systems, records retention schedule, and policies to ensure program is up-to-date and in compliance with Federal, State and Town requirements.
- Processes all open records requests and ensures full compliance with the Colorado Open Records Act (CORA) by establishing consistent processes and procedures and providing timely and accurate responses on behalf of the Town.
- Keeps the Town's Code of Ordinances up to date.
- Municode updates, properly publishing code updates in accordance w/ state laws.

Elections:

- Serves as Designated Election Official for the Town's regular and special elections.
- Regular elections are held in April of even numbered years and administered under the Municipal Election Code.
- Special elections may be held at any other time as allowed by law and may be coordinated with November elections.

- Provides customer service to candidates and ensures Fair Campaign Practices Act requirements are met.

Licensing:

- Administers liquor licensing, including special event permits, in accordance with state laws, and provides knowledgeable customer service to applicants/licensees.
- Administers business licensing in accordance with Town ordinances.
- In conjunction with land use staff, provides clerical support and general information for Short Term Rental licensing processing.
- Issues and maintains records for dog licenses.

Municipal Court:

- Serves as Municipal Court Administrator and Clerk.
- Processes payments for penalty assessments.
- Dockets and prepares for regular court sessions.
- Communicates extensively and appropriately with the Town Prosecutor and Judge.
- Conducts appropriate follow up needed to close cases based on judicial order.

Treasurer Duties:

- Manages grant activities from various granting agencies. This includes financial and other reporting and may include grant writing.

Human Resource Duties:

- In coordination with, and at the direction of the Town Manager, facilitates all aspects of Human Resource Management.
- Manages all employee benefits, including health insurance and retirement.
- Is familiar with, reviews, and makes recommendations toward maintaining a relevant employee handbook.
- Manages in-processing and orientation of new hires.
- Manages exit processes for separating employees.
- Administers COBRA.
- Manages workers compensation claims and return-to-work practices.
- Maintains personnel files and administrative employee files.

Risk Management:

- In coordination with the Town Manager, is involved with all aspects of the Town's property-casualty insurance.

- Participates in the annual audit from the insurer.
- Provides information for annual renewal.
- Monitors any activity as required by the insurer.
- Files claims as needed, and monitors status.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of statutory municipal government, including state laws, federal laws, and the Green Mountain Falls municipal code.
- Excellent listening skills, written and oral communication, spelling, and grammar.
- Excellent interpersonal relationship and communication skills for interaction with Trustees, staff, citizens, external agencies, and businesses.
- Strong computer skills in Microsoft Word, Excel, PowerPoint, Gmail, and Outlook.
- Ability to manage website on SIPA platform.
- Proficiency in operating standard office equipment.
- Ability to exercise independent judgement and decision-making.
- Ability to understand and accurately record content of Board and Commission meetings.
- Ability to manage multiple tasks expeditiously and accurately in a busy environment that is subject to interruptions.
- Ability to understand, create, and maintain records management practices in accordance with applicable laws and standards.
- Ability to work independently, while being available to the public during specified hours and meeting deadlines.

Qualifications:

- 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.

Education/Experience:

- 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.

Physical Demands and Working Environment:

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

Environment: Standard office setting; exposure to computer screens and other electronic equipment. Typical indoor air quality and temperatures.

Physical: This job involves sitting for extended periods of time, with the ability to stand, walk, reach, bend, and twist for short, intermittent times. Must be able to lift and carry objects weighing 30 pounds or less on occasion.

Vision: Ability to see in a range from reading distance to a distance of 20 feet with or without correction; vision sufficient to read computer screens and printed documents, and sufficient to recognize individuals from across the room.

Hearing: Hear in the normal audio range with or without correction.

Speaking: Be able to speak in an understandable voice with sufficient articulation.

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