



TOWN OF NEDERLAND

Town Clerk

Position Description

Position/Job Title: Town Clerk
Salary Range: \$40,000-\$55,000

Department: Administration
FLSA: Full Time, Exempt

Nature of Work

The Town Clerk administers, coordinates, and directs the Clerk's Office, as required by State statutes and Town ordinances. The Town Clerk performs a variety of administrative, technical and paralegal duties in several roles including: Town Clerk, Clerk to the Board of Trustees, the Local Licensing Authority for liquor and marijuana, and Elections Officer. The Town Clerk is expected to provide excellent customer service to peers, supervisors, other Town employees and members of the community. This position involves extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgment and professionalism.

Supervision Received/Exercised

The Town Clerk works under the direct supervision of the Town Administrator, and is appointed by the Board of Trustees with a two-year term concurrent with the Mayor's.

Essential Duties

The Town Clerk must successfully perform and is responsible for the following essential job functions and duties:

- Clerk to the Board of Trustees:** Prepares and posts agendas and packets; forwards information to BOT members prior to meetings; takes minutes at meetings and transcribes them for public record; and ensures all agreements, resolutions, ordinances, and land use documents are signed, published, and recorded with the County as needed, as required by State and local laws. Serves as Clerk to the Planning Commission and the Board of Zoning Adjustment when the Deputy Zoning Administrator is not available.
- Meeting Management System:** Maintains meeting management data and audio streaming programming via iCompass through the CivicWeb portal on the Town Website.
- Records:** Researches and drafts documentation for new ordinances, resolutions, and policies. Files all ordinances, resolutions, minutes, contracts and agreements, Board of Trustees meeting packets and other records. Prepares ordinances for codification in the regular supplementation of the Nederland Municipal Code. Attends to public requests in accordance with the provisions of the Open Records Act. Submits pro forma public notices to local newspapers as required by statutes and local ordinances. Initiates, organizes, files, safeguards, retrieves and archives a variety of electronic and physical documents, files, and

records in accordance with State and Federal laws applicable to open records, confidentiality, and other issues. Oversees creation of a filing system and a Records Retention Schedule and purges records according to applicable law. Develops spreadsheets, templates, databases, and other computer-based tools to manage departmental information, statistics, and reporting.

4. **Licensing:**

A. Liquor and Marijuana: Meets with applicants for all types of liquor and marijuana licenses; provides the appropriate State and local forms. Holds public hearings for all new establishments according to State and local laws. Coordinates with the State Liquor Enforcement Division, the State Marijuana Enforcement Division, and Town Marshal regarding specific violations. Monitors the collection of taxes levied annually on liquor and marijuana licenses. Issues licenses when appropriate. Keeps up-to-date on new legislation. Fields public inquiries and updates forms and processes, as needed.

B. Business: Meets with applicants; provides documents and assesses fees as required by local ordinance; develops policies and forms necessary to implement State and local law; issues licenses when appropriate.

5. **General/Special Event Permits:** Meets with applicants for various Town permits; develops policies and forms necessary to implement Municipal Code requirements; provides documents and assesses fees as required by local ordinance; meets with staff and applicants as needed to discuss applications for mutual consent of expectations, document summaries; issues permits when appropriate.

6. **Elections:** Handles all logistical and administrative responsibilities for Town elections, or in coordinated elections by Intergovernmental Agreement, as under State statutes. Responsible for and oversees election judges, candidates, and the Foreign Corrupt Practices Act for all Town elections. Keeps up-to-date on new legislation. Fields public inquiries and updates forms and processes, as needed.

7. **Public Contact and Communication:** Serves as primary contact with citizens in response to inquiries related to Board of Trustee meetings, Town records, elections, permitting, licensing and State statutes. Oversees design and implementation of a cohesive communication format and policy that leverages all available technologies. Updates and posts to the Town website and social networking portals as appropriate.

8. **Management:** Manages discrete Town projects, as requested by Town Administrator; works collaboratively with other Town staff on various projects, and promotes Board of Trustee's policy goals through project management and implementation. Assumes responsibilities of the Town Administrator in her absence, as needed.

9. **Financial:** Works with the Treasurer in assessing and analyzing the Clerk's budget revenues and expenses, as requested.

Other Duties and Responsibilities

1. Attends and participates in all required training and meetings.

2. Manages Advisory Board groups, posts vacancies, ensures appointment requests are heard before Board of Trustees; once appointed updates group lists, website, and group email lists.
3. Responsible for motor vehicle registrations and paperwork and keeps records up-to-date.
4. Manages a limited amount of time and prioritizes a large volume of work so as to ensure all essential duties are completed correctly and on time.
5. Provides excellent external customer services by greeting and directing the public to proper authorities or Town departments; responds to public inquiries and disseminates information, both written and verbal, to the public and other departments. Answers public complaints professionally and carefully and informs others, or forwards to appropriate party.
6. Provides excellent internal customer services to include responding to inquiries and providing assistance to co-workers, supervisors, and other Town employees.
7. Continues educational and certification requirements as necessary in order to remain technically skilled and cognizant of current methods and procedures.

Knowledge, Skills and Abilities

1. Proficient in Microsoft Office and other networked computer functions, including Internet, Intranet, e-mail, and social media sites.
2. Experienced in use of spreadsheets/databases and work processing to track internal information.
3. Experienced with record-keeping and professional, contemporary office practices and equipment.
4. Capable of producing quality and detailed work despite frequent interruptions.
5. Maintains confidentiality and handles matters of a sensitive nature.
6. Able to work safely and to recognize and manage risk.

Materials and Equipment Directly Used

- Networked systems and e-mail
- Personal and lap top computers
- Scanners
- Multi-line telephones
- Photocopying and fax machines
- Mail machines

Working Environment/Physical Activities

Generally sedentary at a desk, exerting up to 10 pounds to carry, push, pull or move objects. May require moderate lifting of 15-45 pounds under some circumstances. Other duties include filing, resulting in reaching, bending, and standing. Extensive typing and data entry requires use of fingers and wrists and sitting for long periods of time in close proximity to a computer screen. Job requires reading, writing, keyboarding, hearing, verbal communication, and visually observing situations. Environmental factors include working closely with others in a closed office setting, working with office machinery and exposure to noise. Ability to drive a motor vehicle. Exposure to a variety of weather conditions and temperatures, slippery/uneven

surfaces. Job requires working alone and as a member of a team, and may also require some overtime work. Some nights will be required.

Education, Experience, and Formal Training

A combination of experience and education can be substituted for a four-year college degree from an accredited university and/or at least two (2) years' work experience as a municipal clerk or with non-profit organizations, foundations, or other policy-making entities. At least five (5) years' work experience in administration or an office environment required. Preference will be given to candidates with elections, customer service experience and/or a dedicated customer service orientation. Knowledge of Nederland and surrounding areas will also be considered.

Licenses or Certificates

- Valid Colorado Driver's License at the time of hire
- Certified Municipal Clerk certification or able to obtain Certified Municipal Clerk certification within three (3) years of hire

Benefits

- 1) Employer-sponsored health insurance and retirement plan (up to 4% employer match)
- 2) Short-term and long-term disability insurance
- 3) Generous vacation and PTO package, including 12 paid holidays and 176 hours of PTO per year
- 4) Free pass to Nederland Community Center gym
- 5) Free EcoPass (bus pass)

All duties and descriptions listed in this job descriptions 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. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the position change.

It is the policy of the Town of Nederland not to discriminate on the basis of race, religion, creed, gender, sexual orientation, age, national origin, or disability related to an occupational qualification.