**Town of Dinosaur**

**Town Clerk**

**Open Position**

**Nov. 14,2023**

**POSITION SUMMARY:**

The Dinosaur Town Clerk performs a variety of complex administrative, technical and clerical duties. This position requires outstanding organization, customer service skills and the ability to work independently and meet critical deadlines. The Town Clerk works under direct supervision of the Town Manager or Mayor. Work is performed in a standard office environment requiring no more than normal physical abilities.

A**. Supervision Received**. The Town Clerk works under the general guidance and direction of the Mayor, the Town Council and/or the Town Administrator, if appointed.

B. **Supervision Exercised**. The Town Clerk shall exercise supervision over any deputy town clerks and all other clerical staff.

**POSITION REPORTS TO:**Town Manager or Mayor if no Town Manager appointed.

**JOB LOCATION:**City Hall, 317 Stegosaurus Fwy, Dinosaur, CO

**FLSA STATUS:**Salary-Exempt

**CATEGORY:**Fulltime

**HOURS:**35 hrs. + required

C**. ESSENTIAL FUNCTIONS:**

1. Attend all meetings, including informal study sessions, of the Town Council and make a true and accurate record of all the proceedings, rules and ordinances made and passed by the Board of Trustees.
2. Serve as custodian of the Town’s official Book of Ordinances, serves as custodian of other Town records as designated by the Town Council, serve as custodian of the Town’s seal, and affix the Town seal to such documents as the law or the Board of Trustees requires.
3. Administer all applicable provisions of the Colorado Municipal Election Code or Sections 31-10-101, *et. seq.*, C.R.S. as amended, or the Uniform Election Code, Sections 1-1-101, *et. seq.*, C.R.S., as amended, and the Colorado Fair Campaign Practices Act, Sections 1-45-101, *et. seq.*, C.R.S., as amended.
4. Collect monies, taxes, revenues, and other funds due and owing to the Town of Dinosaur.
5. Keep a separate account of each fund or appropriation and the debits and credits belong thereto.
6. Give each person paying money into the treasury a receipt therefor specifying the date of payment and upon which account paid.
7. Countersign warrants or checks drawn upon the treasury and signed by the Treasurer or Mayor. Said check or warrant shall state the particular fund or appropriation to which the same in chargeable and the person to whom payable.
8. Maintain all financial and statistical reports.
9. Assist and advise the Town Council and members of the public.
10. Maintain effective working relationships with other personnel.
11. Issue all Town licenses as provided by law.
12. Act as Clerk to the Town Council.
13. Maintain employment records for all Town officers and employees indicating the accumulation and use of vacation time, sick leave, other leave, overtime and compensatory time-off, if any.
14. Assist in the preparation of the annual budget.
15. Maintain all other records, unless otherwise provided by ordinance, and perform such other duties as prescribed by the Town Council and appliable law; and
16. Staff the Town office from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday.
17. Shall perform such other duties as deemed appropriate by the Town Council and as provided by applicable law.
18. Provides excellent internal and external customer service by responding to public inquiries in a professional manner, both written and verbal, provide assistance to the Town staff, members of City Council and others as assigned.
19. Prepares council chambers for City Council and other required meetings.
20. Preparation and posting of legal documents and posting of public notices.
21. Assists with records management and archiving documents.
22. Assist with interment licenses and cemetery records.
23. Assists with City insurance, auctions, contracts, and procurement.
24. Attends bid walkthroughs and virtual meetings.
25. Assists with retrieval of documents for Colorado Open Records Act.
26. Authorizes document destruction requests from various City Departments according to State regulations (Retention Schedule).
27. Posts information to City website.
28. Uses multiple programs including CivicClerk, BidNet, CIRSA, Docusign, and Public Surplus.
29. Has role of Municipal Court Clerk as required.
30. Obtains titles and licenses for new fleet vehicles from Moffat County Clerk and Recorder. Maintain file of vehicle titles and registrations.
31. Historically, the City Clerk is cross trained in finance and assists the finance department as required.
32. Other duties as assigned by Council.

**OTHER DUTIES:**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

D. **Qualifications**. The Town Clerk shall be a high school graduate with suitable municipal or private sector office experience. The Town Clerk must have the ability to make sound decisions and be capable of always maintaining and filing records in a proper manner. The Town Clerk shall have a broad working knowledge of municipal government or agree to obtain such knowledge soon after being appointed.

**CORE COMPETENCIES:**

* The ability to maintain confidentiality and exercise sound judgement is imperative.
* Become familiar with the City code and laws for a statutory Town.
* Knowledge of Colorado Statutes regarding duties and responsibilities of the City Clerk.
* General knowledge of office management procedures, records management, filing systems and office correspondence.
* Knowledge of business English and spelling: ability to produce quality written documents that deploy a professional appearance.
* Outstanding attention to detail and organizational skills.
* Ability to understand and follow both written and verbal instructions.
* Ability to establish effective relationships with other departments, community associations, business contacts, civic organizations, the media, and various other groups and individuals.
* Must have the ability to deal tactfully and communicate effectively in a clear concise manner, both verbally and in writing, with employees, elected officials and the public.
* This position will ultimately require thorough knowledge of the City Ordinances, and other laws, rules, regulations, and policies pertaining to municipal government.

**EDUCATION, TRAINING & CERTIFICATIONS**

**Necessary:**

* High school diploma or equivalent.
* The preferred candidate will have: Five (5) years progressively responsible experience in a clerical environment and two (2) or more years of work experience with local government and strong records management skills, computer literate, basic knowledge of accounting software,
* Notary Public Commission or the ability to obtain such commission once hired.

**NECESSARY PHYSICAL REQUIREMENTS:**

Lifting:                                     20 pounds                                60 pounds occasionally

Carrying:                                  20 pounds                                60 pounds occasionally

Pushing/Pulling:                      20 pounds                                60 pounds occasionally

Driving:                                                                                   occasionally

Balance/Stoop/Bend:                                                             frequently

Twist/Squat/Crouch:                                                              occasionally

Kneeling:                                                                                 occasionally

Crawling:                                                                                 N/A

Climbing Stairs:                                                                       occasionally

Standing/Walking:                                                                  frequently

Climbing Ladders:                                                                   occasionally

Reaching above/below/at shoulder level:                               frequently