



TOWN CLERK/TREASURER

Town of Foxfield, Colorado

The Town of Foxfield is seeking a Town Clerk/Treasurer. This is an exempt, part-time position, 25-30 hours per week working from home. Candidates must be able to attend two regularly scheduled night meetings per month, with occasional other night and weekend work. This position receives paid vacation and holidays, no other paid benefits are provided. The starting pay range is \$22-25 per hour DOE.

The Clerk/Treasurer is appointed by the Board of Trustees. This person provides Administrative and technical support to the Board of Trustees and the Town Administrator, maintains the Town's official records, supports all aspects of Board of Trustees and other Town meetings, conducts Municipal elections, manages licenses, and performs other tasks as required by the Town and by Colorado law. The Clerk/Treasurer works with a minimum of direct supervision and is expected to exhibit a high degree of independence and self-discipline.

Candidates must have the following:

- Bachelor's degree in public administration, business administration, or equivalent combination of education and experience.
- At least two years of office and management experience in a municipal/public administration or aggressive business environment, including at least two years' experience preferably in a similar function in municipal or county government.
- Prior experience working with the public.

For a complete job description, please see the Town of Foxfield website:

<https://townoffoxfield.colorado.gov/>

Resumes can be submitted by email to: Town Administrator, kproctor@townoffoxfield.com

The Town of Foxfield is an equal opportunity employer.