

## **TOWN OF FOXFIELD**

### **JOB DESCRIPTION**

#### **CLERK/TREASURER**

##### SUMMARY OF POSITION:

The Town Clerk/Treasurer is appointed by the Board of Trustees. This is an exempt, part-time position (25-30 hours per week) that receives benefits as determined by the Board. The person in this position 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 operates with a minimum of direct supervision and is expected to exhibit a high degree of independence.

IMMEDIATE SUPERVISOR: Town Administrator

##### ESSENTIAL FUNCTIONS

- Coordinate, plan, and prepare agendas and information packets for Town meetings; post notices; attend and record minutes of Town meetings.
- Coordinate functions of the Town Clerk's Office pursuant to the provisions of the Colorado Revised Statutes and the Foxfield Municipal Code, which may include complex administrative, clerical and secretarial functions.
- Act as custodian of all official Town ordinances, resolutions, proclamations and archival records.
- Maintain custody of and administer official Town Seal.
- Supervise entire Town election process.
- Oversee publication of all required legal notices. Maintain files of proofs of publication.
- Prepare or assist in preparation of responses to Colorado Open Records Act requests.
- Maintain and administer Town insurance policies for all municipal functions, property, and elected and appointed personnel.
- Maintain the Municipal Code book and oversee codification as necessary.
- Administer liquor and business licenses.
- Write resolutions, proclamations, public notices, letters, flyers, newsletters and memorandums for Mayor, Trustees, and Administrator as needed.
- Establish and maintain a filing system for all the Town records. Comply with municipal records retention policies.
- Coordinate preparation of all reports, forms and surveys required by local, state and federal governmental entities.

- Issue and maintain records of all permits and licenses issued by the Town.
- Maintain the Town website.
- Serve as Treasurer; verify books are balanced, reconcile bank statements, transfer funds, prepare reports and close books monthly. Provide Board with consolidated financial reports.
- Assist with preparation of annual Town budget.
- Perform daily financial functions for the Town, including cash receipts, accounts payable, accounts receivable, banking, and other duties as directed.
- Prepare payroll that includes collecting time reports, data entry, payroll compilation and check preparation. Maintain information and provide W-2 forms; complete quarterly and annual payroll reports.
- Manage Town contracts by ensuring that: (i) complete and accurate contracts are on file, (ii) due dates and terms are identified and met, and (iii) renewals and terminations are presented to the Board in a timely manner.
- Maintain awareness of current trends and developments in related professional fields; incorporate best practices as appropriate; and participate in related professional associations.
- Maintain regular, specified office hours to be available to Town officials and members of the public during normal business hours.
- Provide direct customer service, answer questions and make referrals as necessary to other members of the staff or to outside agencies. Research State Statutes, Town ordinances, minutes, and documents in answer to questions from the Board, Town Administrator, Town Attorney, and citizens.

Critical features of this job have been listed in this job description. They may be subject to change at any time due to reasonable accommodation or other reasons. Other duties and responsibilities may be assigned by the Town Board or Town Administrator at any time.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of basic municipal ordinance content and have the ability to learn, understand and apply the Foxfield Municipal Code. Thorough knowledge of and ability to comply with Colorado statutory requirements for municipal clerks, and Colorado election and liquor licensing laws.
- Ability to exercise discretion appropriately, exercise independent judgment and decision-making.
- Ability to listen well and to communicate orally and in writing and to maintain effective working relationships with staff, elected and appointed officials, and the public.
- High level of interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.

- Ability to manage multiple tasks expeditiously and accurately in a busy environment that is subject to interruptions and long, irregular hours.
- Ability to maintain important public records and implement modern document management systems.
- Ability to understand issues being discussed at public meetings and to accurately record and transcribe meeting minutes.
- Knowledge of municipal financial management and accounting procedures, budgeting and investments.
- Proficiency in standard office practices and procedures.
- Proficiency in spelling, grammar and punctuation.
- Proficiency in all modules of Microsoft Office. Ability to learn and manage computer systems utilized to perform the essential functions of the position.

REQUIRED QUALIFICATIONS:

- Must be bondable.
- Designation by the International Institute of Municipal Clerks as a Certified Municipal Clerk, preferred, or the ability and commitment to attend training and obtain such designation within a reasonable time period.
- Colorado Notary Public or ability to obtain qualification within 6 months of the date of appointment.

EDUCATION AND EXPERIENCE:

- 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 general public.

PHYSICAL DEMANDS:

Must be able to regularly lift 25 pounds. Must be able to perform tasks commonly associated with an office environment.

UNIQUE TO FOXFIELD

Able and willing to work from home with equipment provided by the Town (there is no Town Hall). Self-discipline is critical for this position.