

**TOWN OF MONUMENT
JOB DESCRIPTION**



Job Title: Town Clerk

Department: Administration

Reports to: Town Manager

Supervises: Community Relations

Status: Non-Exempt

Purpose:

The Town Clerk provides a wide range of services to the general public, serves as the official keeper of the municipal records, administers elections, codifies ordinances and regulations, and serves as agent for the Town as well as custodian of the Seal of the Town of Monument. The Town Clerk performs professional and managerial duties and works in partnership with other employees, departments, external entities, and the public in delivering effective and innovative services.

Duties:

Perform all duties and exercise all powers incumbent upon or invested in Town Clerks by state law.

Assist citizens, business owners, government officials and others with Town matters. Serve as the liaison with other divisions, departments, outside agencies and the general public; negotiate and resolve sensitive and controversial issues. Provide responsible staff assistance to the Mayor, Board of Trustees, Town Manager, and Town Attorney.

Oversee and manage the Town's records management program including developing procedures for records management, retrieval and disposal. Maintain, dispose, and preserve official Town documents and records including resolutions, ordinances, deeds, meeting minutes, agreements, and reports in accordance with legal requirements. Supervise the storage and protection of the Town's permanent records.

Prepare ordinances, resolutions, and proclamations so that they can be executed, recorded, archived, and distributed. Validate and oversee publication and posting of official documents.

Research information in the municipal archives upon request of public officials and private citizens and provide information and material concerning the Town government.

Collaborate with other staff to assist in the development and implementation of goals, objectives, policies, and priorities.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and ensure appropriate service and staffing levels.

Select, train, motivate, and evaluate assigned personnel and provide or coordinate staff training.

Plan, direct, coordinate, and review work plans for assigned staff. Assign projects, review and evaluate work products, and meet with staff to identify and resolve problems.

Plan and supervise elections to include preparing polls, ballot boxes, voting machines and ballots. Instruct election officials as to election laws and procedures, issue absentee ballots, process all election ballots and report results to the Secretary of State.

Maintain a supply of current forms and petitions and a system of records management in accordance with Colorado State Statutes.

Prepare and distribute agendas and information packets for meetings of the Board of Trustees, attend the meetings and record meeting minutes.

Provide a variety of routine and complex clerical and technical assistance in the issuance of business licenses, liquor licenses, and special event permits.

Ensure businesses obtain business licenses, process license renewals, supervise collection of license fees, and issue late notices and fines.

Sell, record, index and maintain records of cemetery lots sold and arrange for burials and the payment of same.

Assist Development Services in processing applications, acceptance of application fees, and the recordation of land use actions taken by the Board.

Administer Oaths or affirmations and serve a Public Notary.

Qualifications:

Three or more years of work experience with local government and experience supervising employees.

Ability to obtain certification as a Municipal Clerk within four (4) years of hire.

Extensive knowledge of the overall operations of the Town of Monument including policies, procedures, and ordinances.

Knowledge of Colorado Statutes regarding duties and responsibilities of the Town Clerk.

Knowledge of office management procedures, records management, filing systems, and office correspondence. Ability to operate office machines and personal computers, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Skill in interpersonal relations and written and oral communication sufficient to soothe irate citizens and communicate with Board members.

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, officials, and the general public.

Physical Demands:

The physical demands described here 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 functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.