



## Job Description

Title: Town Clerk

Reports to: Appointed by the Board of Trustees / Reports to the Town Manager

Date: 07/01/2024

Department: Administration - Town Clerk

Position: Exempt

Grade: 190 – starting at \$76,162

### **Town Clerk**

The Town Clerk is appointed by the Town Board (Mayor and Trustees) and is supervised by the Town Manager. The Town Clerk is responsible for

- Organizing and maintaining a wide variety of records,
- Preparing, authenticating, certifying, and recording Town documents,
- Supporting all aspects of Board of Trustee meetings,
- Serving as Planning Commission and Board of Zoning Adjustment Secretary,
- Administering elections, and
- Licensing and permitting oversight.

In a professional, knowledgeable and considerate manner, interacts with the public, the Mayor and Town Boards, the Town Manager, the Town Attorney, Town of Granby staff, businesses and organizations, governmental agencies including Grand County Departments, Grand County Clerk and Recorder, Municipal Judge, and others. Supervises Deputy Clerk/Records Clerk and the Planning & Building Technician and provides direction and support for third-party Planning resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for directing the operations of the Town Clerk's office, including, but not limited to, the following:

#### **PUBLIC NOTICE and ADDRESSING**

Maintains Town's address maps and 911 Maps and sends updates to appropriate County GIS entities. Must appropriately interpret and comply with state public notice requirements. Maintains and utilizes email list for town communications. Works with planning and engineering resources to prepare and post notices for agreements, annexations, use permits, zoning changes, and submitted applications.

#### **BOARD MEETINGS and IMPROVEMENT DISTRICTS**

Supports all aspects of Board of Trustee meetings, Planning Commission meetings, and Board of Zoning Adjustment meetings to include:

- Preparing meeting agendas and meeting calendars,
- Attending all Board meetings as directed by the Board and Town Manager,
- Assisting Town Manager to coordinate and compile all agenda items and material for meeting packets,

- Prepares and distributes agenda and information packets relevant to agenda items,
- Tracks past, current, and future agenda items, records the meetings digitally, compiles final minutes, and files approved minutes appropriately.

Serves as Ex-Officio Secretary to the following General Improvement Districts: GEGID; GEGID2; GWGID including compiling agendas, the recording and finalizing of minutes, and tracking ordinances, resolutions, and all legal documents related to the improvement districts.

## **ELECTIONS**

Serves as Municipal Election Official which requires Town Clerk to:

- Administer the Fair Campaign Practices Act as prescribed by law,
- Supervise and coordinate municipal and special elections, which may be in coordination with County Clerk's office,
- Create an election calendar,
- Publish notices of upcoming election,
- Organize and oversee candidate nomination procedures,
- Accept petitions, and certify signatures for eligibility,
- Facilitate the electorate's rights of initiative, referendum, and recall,
- Oversee preparation and certification of ballots,
- Appoint and train election judges,
- Canvas election returns and prepare certification of results, certifications of election, and oaths of office, and
- Store election documents, ballots, and other materials before and after the election and purges same as prescribed by law.

## **LICENSING OVERSIGHT FOR LIQUOR, PEDDLERS, FILM, MOBILE FOOD TRUCKS, ANIMAL, AND SIGNS**

Researches and provides guidance to Deputy Clerk as it relates to liquor, beer, special events, peddler, film, and mobile food truck licensing.

Oversees the Building / Planning Technician who issues sign permits.

## **PURCHASING**

Purchases supplies and equipment such as furniture, computer hardware and software, and office supplies as needed.

## **RECORDS MANAGEMENT**

Serves as Records Manager which includes:

- Periodically reviews state-approved Model Records Retention Schedule and purges records according to applicable laws and to Town Code, Ordinances and/or Resolution(s),
- Maintains custodial control of official and legal Town documents and records such as historical land records, special event permits, liquor licenses, ordinances, and resolutions,
- Files and records in accordance with state and federal laws that apply to open records, confidentiality and other issues,
- Maintains Zoning Code and enters revisions recommended by the Commissioners and subsequently enacted through an ordinance by the Board of Trustees through codification,

- Manages records requests and processes charge-back requests to developers and the public

### **SUPERVISION**

Supervises and assigns duties to the Deputy Clerk/Records Clerk and the Building & Planning Technician. Conducts annual performance reviews, makes salary recommendations, and participates in all aspects of the hiring process. Acts as a back-up for Deputy Clerk and Building & Planning Technician duties.

### **TOWN CODE**

Coordinates the codification of the Town Code with the contracted codifier and notifies the Town Manager and Police Department of code violations as appropriate.

### **WEB PAGE**

Coordinates and clarifies Town website structure and content with Deputy Clerk and is responsible for the Government pages specific to meeting agendas, materials, minutes, and recordings.

### **OTHER DUTIES**

Any other duties as assigned.

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Courteously and knowledgeably deals with the public, elected officials, and staff,
- Strong self-starter who must be able to work independently with little or no supervision as well as cooperate with teams,
- Professional with unquestionable ethics and integrity,
- Can adapt to organizational and technological changes, identify problems and implement innovative changes, and manage highly detailed project work,
- Possess an understanding of cultural and generational diversity and its impact on communication and work practices,
- Skilled in creating, developing, and evaluating a wide variety of written communications and proposals and can present written and oral communications in a clear, concise, effective manner,
- Ability to establish and maintain effective working relationships with superiors, peers, elected and appointed officials, and the general public, and
- Demonstrates support for the Town's development process and can assist in the development of long and short-term strategies that deliver Town objectives.

### **EDUCATION, TRAINING AND EXPERIENCE**

- High school diploma with five years of professional office management experience, or other applicable equivalent combination of experience and education,
- Expertise with computer software systems needed to complete the required duties including but not limited to MS Office Suite, Adobe Suite, AgendaQuick, and CloudPermit,
- Experience in local government operations specific to municipal clerk functions,
- Experience in taking and transcribing minutes,
- Solid background in records management processes and procedures,
- Experience in the conduct of Colorado election laws and procedures,

- Strong knowledge of the legislative process and the ability to interpret statute, and
- Possession of or ability to obtain a valid Colorado driver's license.

### **TRAINING AND MEMBERSHIPS**

Maintains active membership status with and continually seeks training and certification through:

- Colorado Municipal Clerks Association,
- International Institute of Municipal Clerks,
- Colorado Municipal League,
- Secretary of State's Office, and
- Association of Records Manager and Archivists.

Town Clerk must become a Certified Municipal Clerk within three (3) years of hire.

### **WORK ENVIRONMENT**

- Work is performed in an office environment and often performed outside of normal business hours.
- Work involves frequent interruptions and shifting priorities while continuing to meet legal and operational deadlines.
- Work involves working with a diverse group of people within as well as outside the Town and may involve interacting with people who are angry, frustrated or upset.
- Must hear and respond to telephone and in person conversations.
- Employee uses vision to read handwritten documents and enter data into computer.
- Requires occasional lifting typically not to exceed 25 pounds.

### ***Note:***

***This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.***