



TOWN OF HAXTUN

JOB DESCRIPTION

TITLE: TOWN CLERK/TREASURER
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOWN COUNCIL
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT

Description:

Under general direction, manages and directs the operations and administration of business activities for the Town of Haxtun. This includes maintaining official minutes and records of Town Board proceedings, processing applications for licenses, managing municipal elections, providing administrative support to the Town Board and commissions, and ensuring the accurate and timely performance of all financial duties for the Town.

Duties:

*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Maintains official records of Town Board proceedings. Oversees and assists in preparing meeting agendas, and compiling background materials for Board review and preparation prior to meetings. Maintains permanent records of all ordinances, resolutions, contracts, and agreements approved by the Town Board. Records certain documents at County office and sends certified copies to the Secretary of State's office as required. Prepares and maintains regular and special meeting minutes of Town Board.
- Supervises employees of the Town Clerk/Treasurer's Office. Develops work plans and schedules, directs and coordinates work, coordinates training, evaluates performance, and manages progress on an on-going basis.
- Administers and conducts all regular and special Municipal elections.
- Oversees the periodic codification of all Town Ordinances in the Municipal Code.

- Prepares the yearly budget, monitors actual costs and expenses related to budget, and manages operations within budgetary guidelines.
- Processes Liquor License applications, new and renewals, including Public Hearing Notice, referral to Police Department for compliance check, and setting up of permanent files.
- Oversees all routine financial operations of the Town including banking, payroll, accounts payable, accounts receivable, utility billing, and cash receipting. Oversees accounting function and annual financial audit.
- Serves as Municipal Court Clerk, recording case status, setting docket, working with Municipal Judge, filing documents, and tracking fines, fees, and payments.
- Oversees employee benefits including insurance and retirement accounts. Processes workers' compensation and unemployment insurance claims and audits. Manages Town's liability and workers compensation insurance renewals and claims.
- Research issues/materials as needed for Town Superintendent and Town Board. Responds to public and departmental questions concerning Town policies, ordinances, and related issues.
- Represent the Town at various meetings, or through membership of various committees or commissions.
- Performs other administrative municipal duties as needed, such as administering oaths of office, registering voters, witnessing signatures, notarizing documents, handling Town mail, completing surveys, assisting with U.S. Census, etc.

Other Job Duties:

Required Knowledge, Skills and Abilities:

- Knowledge of applicable Town, county, state and federal statutes, regulations, ordinances and codes.
- Knowledge of the applicable Town policies and procedures.
- Knowledge and understanding of bookkeeping principles and practices.
- Knowledge of municipal clerk duties, responsibilities, methods, and practices in Colorado.
- Skill in accurately performing mathematical calculations associated with accounts payable, cash receipting, utility billing, and payroll functions.
- Skill in understanding and performing records management and database management related to municipal court, utility billing, payroll, and accounts payable.
- Skill in providing high quality customer service.
- Ability to work with sensitive or confidential information appropriately.
- Ability to write accurate and succinct minutes.

- Ability to read and comprehend municipal budgets.
- Ability to create and maintain organized filing systems.
- Ability to manage multiple tasks and meet deadlines.
- Ability to communicate effectively orally and in writing.
- Ability to operate standard office equipment including copiers, facsimile machine, 10-key adding machines, and printers.
- Ability to use standard computer equipment and software including word processing, database management, spreadsheet applications, and municipal accounting systems related to accounts payable, payroll, cash receipting, court management, and utility billing.
- Ability to establish and maintain effective working relationships with elected officials, Town staff, vendors and the general public.

Minimum qualifications:

High school graduation or equivalent. Minimum combination of three years of experience in utility billing, accounts payable, payroll, municipal court, or related bookkeeping area. Minimum of two years of experience in municipal clerk or executive office duties. Equivalent combinations of education and experience may be considered.

Special Requirements:

Ability to be bonded. Ability to obtain Notary Public Certification within six months. Ability to obtain Certified Municipal Clerk status within three years. Ability to work evenings to attend scheduled public meetings.

Environmental and Physical Conditions:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

Employee's Signature

Supervisor's Signature

Date

Date