



Town of Haxtun Employment Opportunity

Position: Town Clerk/Treasurer

Status: Full-Time

Salary Range: \$55,000-\$65,000 depending on qualifications

Benefits: 100% Employer paid Health Insurance, Retirement Match, Sick and Paid Time Off

Work Schedule: Monday-Friday 7:30am-4:15pm

Opening Date: Open Until Filled

The Town of Haxtun is seeking a highly organized, detail-oriented, and community-minded individual to serve as the next Town Clerk/Treasurer. This essential role manages and directs the operations and administration of the Town's business activities, including recordkeeping, financial oversight, municipal elections, and support for the Town Board.

Job duties include: Under general direction of the Town Council, the Town Clerk is a working leader that expertly performs duties which may be comprised of the following: recordkeeping, Town Board meeting support, administrative staff supervision, elections administration, ordinance management, budget and financial oversight, licensing and compliance, employee benefit and insurance management, administrative support, public interactions, general municipal duties. This position must have the ability to establish and maintain effective working relationships, including effective communication with employees, other departments, officials, and the public.

Requirements include: 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. Other requirements: ability to be bonded, ability to obtain notary public certification within six months of hire. Ability to obtain Certified Municipal Clerk status within three years. Ability to work evenings to attend scheduled public meetings and work sessions. Must pass a background check.

Please submit a completed Town of Haxtun job application, along with a cover letter, and resume to admin@townofhaxtun.com or Town of Haxtun c/o Town Clerk, PO Box 205, Haxtun, CO 80731.

Applications and detailed job description available at:
Haxtun Town Hall, 145 S Colorado Ave, Haxtun, CO 80731
townofhaxtun.colorado.gov
admin@townofhaxtun.com

TOWN OF HAXTUN IS AN EQUAL OPPORTUNITY EMPLOYER