

# **Town of Paonia, Colorado**

## **Town Clerk Job Description**

### **Purpose:**

The Paonia Town Clerk performs a variety of complex, technical and administrative duties in support of the Mayor, the Board of Trustees, and Town Staff and a wide range of services to the general public. The Town Clerk serves as the official keeper of the municipal records, administers elections, codifies ordinances, and serves as agent for the Town as well as custodian of the Seal of the Town of Paonia.

The Paonia Town Clerk is a full time, exempt position. The person in this position reports to the Town Administrator and supervises the Deputy Town Clerk.

### **Functions, Duties and Responsibilities:**

The following are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.

#### **Records Management**

- Serves as custodian of all official Town documents and records including resolutions, ordinances, deeds, meeting minutes, agreements, contracts, permits, and reports in accordance with legal requirements.
- Responsible for managing the Town's records management program for both paper based and electronic records through implementation of the Colorado Municipal Records Retention Schedule ([Municipal Records Management | Archives \(colorado.gov\)](#)), including but not limited to the destruction of records, introduction of records schedules and amendments and supervising the storage and protection of the Town's permanent records.
- Serves as custodian of the Town seal ensuring that it is affixed to all official documents as required by ordinance or State statutes.
- Manages the Town of Paonia website ensuring all information needed by the public is available and current.

#### **Town Ordinances, Code and Public Notices**

- Directs and is responsible for the implementation of the process for public notice and tracking municipal actions to ensure compliance with Colorado's statutes regulating the proper transparent public notice of meetings and municipal business actions, including e-notifications and preparation and publication of all ordinances, resolutions, and other notices.
- Maintains the Town's Municipal Code Book and ensures that ordinances are codified, published and official documents are recorded.
- Investigates Town Code issues for the Board of Trustees, staff, and the public.

- Prepares ordinances, resolutions, and proclamations so they can be executed, recorded, archived, and distributed, while validating and overseeing the publication and posting of these official documents.

### **Town Trustees Support**

- Attends all meetings of the Board of Trustees and makes a true and accurate record of all the proceedings, rules, and ordinances made and passed by the board of trustees.
- Oversees the administration of Board of Trustees appointed boards and commissions; maintains records of all volunteer boards; advertises for vacancies and provides applicant information to Board of Trustees.

### **Open Records Requests**

- Responsible for the fulfillment of open records requests in compliance with the Colorado Open Records Act and Town of Paonia policies.
- Reviews and responds to inquiries regarding interpretation of policies, procedures, rules and regulations as applicable to records management.
- Coordinates compilation of records requested by working with Departments Heads to ensure appropriate documents are gathered and provided to the requestor.
- Ensures appropriate fees are estimated, established, and collected related to research and retrieval of documents in compliance with the Colorado Open Records Act and Town of Paonia policies.

### **Election Administration**

- Serves as the Town's designated election official.
- Manages all facets of election administration following both Municipal and State Election laws and State of Colorado Fair Campaign Practices Act and related Rules. The conduct of elections will include biennial regular non-partisan candidate elections as well as any special elections that may occur.
- Verifies nomination petitions and determines if nominees qualify for candidacy; provides information to candidates regarding election laws and procedures and ensures compliance.
- Plans and oversees initiatives and the referendum process which involves acceptance of citizen petitions, verifying signatures and reporting results to Town Trustees.
- Administers the oath of office and attests signatures of Town officials.

### **Licensing**

- Manages all liquor and marijuana licensing and Special Event Permits in accordance with Town of Paonia ordinances, state, or other laws and best practices.
- Supervises the review of liquor and marijuana license/renewal applications to ensure completeness of all applications in accordance with State and local law.
- Coordinates the approval/public hearing process being held by the Board of Trustees.

## **General**

- Supervises and provides training and direction for the Deputy Town Clerk.
- Demonstrates continuous effort to improve operations, increase efficiencies, and work collaboratively to provide quality customer service to internal and external customers.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints as they relate to the Clerk's Office administrative matters.
- Answers letters of inquiry/complaints; addresses public and civic organizations, which inform the public of activities, policies, procedures, and the availability of programs/facilities for public use.
- Performs all other related duties as directed.

## **Necessary Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Knowledge of Paonia Town Codes and the State of Colorado Revised Statutes
- Knowledge of State of Colorado Election laws and the role and responsibility of a Town Clerk in the enforcement and compliance of election laws and procedures.
- Knowledge of procedures and guidelines on paper and computer system records and document management, storage, retrieval, and destruction.
- Knowledge of the functions, authority, responsibilities, and limitations of elected officials.
- Knowledge of the function of services provided by local government.
- Skill in the use of computer software programs to prepare agendas, written correspondence and website design and updating.
- Skill in the organization and coordination of processes to meet predetermined deadlines.
- Skill in establishing and maintaining effective work relationships with other employees, general public and representatives of local, County, State and Federal agencies
- Ability to present information on ordinances and laws in a clear and concise form.
- Ability to utilize note taking skills during meeting to transcribe as meeting minutes.
- Ability to work with confidential information.
- Ability to use correct grammar, punctuation, spelling in written correspondence.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in a relevant field
- Municipal Clerk Certification
- Previous Town Clerk experience
- Notary certification
- Experience with Boards and Commissions

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent is required
- Held a Deputy Clerk position in a Municipal Office
- Ability to obtain certification as a Municipal Clerk within four years of hire
- Three or more years of progressively responsible office management experience, preferably with local government
- Two or more years' experience supervising employees
- An equivalent combination of education and experience may be considered
- Possession of a valid Colorado Driver's license

**Salary Range for Town Clerk**

\$56,160 - \$72,800 commensurate with experience

**Benefits include:**

- Generous paid time off.
- Ten paid holidays
- Health Insurance with United Health - 90% of employee premium paid
- \$10,000 Life Insurance with The Hartford;
- Short-Term Disability with The Hartford.
- Retirement: Empower 457B Plan, Town contributes 5% of base salary
- \$80.00/mo. cell phone allowance

Benefits are subject to the terms and conditions of those plans and the summary plan descriptions, which are subject to annual budget and appropriations by Town Trustees.

**How to Apply:**

Please submit a cover letter, resume (including the contact information for three professional references) and completed Town of Paonia Employment Application no later than 5:00 p.m. Tuesday, November 15, 2022, to:

Paige Smith (by mail or in-person) Town of Paonia, PO Box 460, 214 Grand Avenue, Paonia, CO 81428. Submitting by email (preferred); send to [paiges@townofpaonia.com](mailto:paiges@townofpaonia.com)

To view the online job description and the Town of Paonia application form please go to [Job Opportunities | Town of Paonia \(colorado.gov\)](#)

Questions can be directed to Paige Smith at 307-631-4544

*The Town of Paonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*