

Town Clerk/Treasurer, Town of Pitkin

Reports to: Board of Trustees, Mayor

The Town Clerk shall be the Clerk of the Board of Trustees, attend all meetings of the Board of Trustees, shall keep a permanent record of its proceedings and shall have the following other duties and responsibilities. This position as the Town Clerk performs and administers a variety of clerical and statutory duties in the daily operation of the Town. The Town Clerk makes and keeps an accurate record of all the official acts of the Board of Trustees, and acts as custodian of the Town seal and the Town records.

Essential Duties:

- Administers, coordinates, and directs the Clerk's Office as required by State statutes and Town ordinances
- Secretary to the Board of Trustees and Zoning Board of Adjustment
 - Prepares Town Board of Trustees regular and special meeting agendas and packets, ensuring that the Board members have all documents required to take official action; properly notices all meetings; arranges necessary legal notices; attends all regular and special meetings; takes meeting minutes noting the kind of action taken, text of the action, and the votes cast which caused adoption or rejection. Records all meetings. Maintains and indexes official records of Town Board proceedings.
 - Prepares Zoning Board of Adjustment meeting agendas and packets, ensuring that the Board members have all documents required to take official action; properly notices all meetings; arranges necessary legal notices; attends all meetings; takes meeting minutes noting the kind of action taken, text of the action, and the votes cast which caused adoption or rejection. Records all meetings. Maintains and indexes the official record of Zoning Board of Adjustment proceedings.
 - Prepares Town Board of Health meeting agendas and packets, ensuring that the Board members have all documents required to take official action; properly notices all meetings; arranges necessary legal notices; attends all regular and special meetings; takes meeting minutes noting the kind of action taken, text of the action, and the votes cast which caused adoption or rejection. Records all meetings. Maintains and indexes official records of Town Board of Health proceedings.
 - Attends all work sessions and takes meeting minutes. Maintains and indexes these official records.
 - Performs follow-up activities resulting from Board of Trustees, Board of Health, and Zoning Board of Adjustment meetings, including ensuring ordinances, resolutions, and proclamations are properly signed, and noticed in the paper if required. Drafts and mails letters as directed by the Board of Trustees, Board of Health, and Zoning Board of Adjustment.
 - Drafts and mails all letters of notice for Board of Trustees, Board of Health, and Zoning Board of Adjustment procedures as required by law, ordinance, or code.
 - Drafts ordinances/resolutions/proclamations for adoption by the Board of Trustees
 - Drafts forms and documents as required by Town Boards and commissioners

- Prepares special reports and undertakes special evaluations and analyses for the Board. Conducts and prepares surveys and reports as requested by the Board of Trustees.
- Maintains an official ordinance book of all adopted ordinances, in numerical order, and creates an index of each volume.
- Maintains an official resolution book of all approved resolutions, in numerical order, and creates an index of each volume.
- Records certain documents at County office and sends certified copies to the Secretary of State's office as required.
- Answers official correspondence and disseminates to appropriate staff or Board
- Serves as the custodian of the Town Seal and is empowered to administer oaths and take acknowledgements under the Seal of the Town.
- Tracks commission and board office terms and advertises vacancies. Notifies new appointees and acknowledge departing members.
- Drafts and proofreads a variety of documents including general correspondence, agendas, reports, memos from rough draft, forms, copy, notes, final copy, transcribing machine recording or verbal instruction.
- Establishes and maintains effective working relationships with elected officials, Town staff, vendors, and the public.
- Administers the issuance of liquor licenses including the initial receipt and review of applications, dissemination to the Board of Trustees, retrieval of required background checks, collection of fees, and communication with applicant and State Authorities

Records:

- Maintains and exercises custody of Town ordinances, resolutions and other official Town documents
- Maintains and exercises custody of all other papers, documents, and records about the Town, the custody of which is not otherwise provided for
- Performs certification and recording for the Town as required on legal documents and other records requiring such certification
- Coordinates a comprehensive records management program, including appropriate control over the maintenance, protection, retention, and disposal of records in accordance with legal requirements
- Establishes methods and procedures for retrieval of records and information in storage; arranges for destruction of obsolete stored records
- Performs searches and provides public records and information to citizens, civic groups, the media, and other agencies in response to public records requests per the Colorado Open Records Act (CORA)
- Performs records searches as requested by the Board of Trustees, Board of Health, Zoning Board of Adjustment, Cemetery Board, commissioners, and Town Attorney

Elections:

- Administers Municipal Elections in accordance with Colorado Revised Statutes, Title 31
 - Reviews the sufficiency of all petitions required to be filed for any purpose
 - Serves as the Town's Election Official, conducts all aspects of the Town's Regular Municipal Elections, special elections, recall elections, and coordinated elections with Gunnison County.
 - Develops an election calendar in accordance with C.R.S. Title 31
 - Orders and maintains election supplies
 - Drafts, prints, and scores ballots or obtains ballots from an appropriate vendor
 - Appoints and trains election judges. Drafts election judge's handbook and updates as required
 - Prepares all election notices in accordance with C.R.S. Title 31
 - Keeps in custody all election materials
 - Oversees election process on election day and certifies election results
 - Prepares meals for election judges on election day
 - Administers oaths of office for all newly elected individuals

Miscellaneous:

- Purchases and maintains office and janitorial supplies as needed
- Purchases and maintains Town computer and other electronic devices
- Performs routine backups of electrical data
- Performs routine filing of Town documents
- Provides general and specific information to the public on departmental and Town policies and procedures as required
- Maintains and updates website as needed
- Serves as a notary public
- Prepares and submits yearly Highway User Trust Fund Streets Report
- Prepares and submits yearly Local Highway Finance Report
- Prepares and submits yearly Colorado Trust Fund Certification Report and Expenditure Report
- Prepares and submits yearly Met-Rec Request for Funding
- Prepares and submits bi-annual Civil Asset Forfeiture Reports
- Completes annual Workers' Compensation and Property/Casualty insurance applications and submits to CIRSA
- Completes annual VAMP (Volunteer Accident Medical Plan) paperwork and submits to the State of Colorado and CIRSA
- Drafts notices of required training and sends to appropriate personnel. Maintains records of Board member, employee, and volunteer training as required by CIRSA
- Completes annual CIRSA audit paperwork and property walk-through
- Performs other duties as assigned by the Mayor or Board of Trustees

Treasurer:

- Responsible for all financial matters for the Town
- Prepares an annual budget and submits it to the Board of Trustees for review and adoption.
 - Updates budget drafts as required by the Board of Trustees.
 - Drafts all annual budget resolutions
 - Completes mill levy calculations and mill levy certification, budget submission letter, and budget statement
 - Submits annual budget packet to the Department of Local Affairs
 - Submits budget amendments to the Department of Local Affairs
 - Drafts and submits budget notices as required by law
- Prepares accurate monthly financial detail reports for the Board of Trustees
- Reviews and analyzes accounting and financial data from other sources affecting the Town's fiscal affairs
- Manages the Town's accounting and fiscal software programs, and performs internal compliance and financial audits as necessary
- Assists the Auditor(s) in preparing an independent annual financial audit of the Town's financial status
- In cooperation with the Town Board of Trustees, invests the Town funds according to State law, and monitors financial benefits from those investments
- Maintains general and subsidiary ledgers to monitor various general/special accounts and funds; makes adjustments, transfers, and corrections as needed and authorized to do; monitors budgetary spending limitations
- Reconciles accounting records to each other to achieve a proper balance, correcting for discrepancies by resolving error listings on computer runs and cross-checking documentation
- Adjusts, closes, and balances fund accounts and prepares year-end statements
- In cooperation with the Town Board of Trustees, develops and monitors fiscal policies covering all financial matters
- Processes accounts payable, including printing checks or directing bills to be paid using an online system
- Records all receipts and disbursements of all accounts and receivables as well as grant and loan funds
- Handles accounting disputes with customers and vendors
- Computes, withhold, and account for payroll deductions
- Prepares and mails quarterly tax forms as required by law
- Prepares and submits quarterly unemployment forms as required by State Law
- Prepares and submits year-end tax forms as required by law

Required Skills:

English Language

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Ability to read, analyze, and interpret common journals and legal documents. Ability to respond effectively to common inquiries or complaints from citizens, regulatory agencies, and members of the business community.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratios and percentage. Applicable knowledge of basic accounting principles and concepts.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of situations and circumstances. Ability to interpret a variety of instructions, whether verbal, written, in schedule form, or a diagram or picture. Can demonstrate initiative concerning projects and needs of the Town.

Law and Government

- Knowledge of precedents, government regulations, executive orders, agency rules, and the democratic political process
- Knowledge of Colorado Law as applicable to the operations, functions, policies, and procedures of statutory Colorado Municipalities.

Customer and Personal Service

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Desktop Computer Skills

- **Spreadsheets:** Ability to use a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs
- **Presentations:** Ability to use a computer application to create, manipulate, edit, and show virtual slide presentations
- **Internet:** Ability to navigate the Internet to find information and send and retrieve electronic mail (e-mail)
- **Word Processing:** Ability to use a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents
- **Databases:** Ability to use a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information