



Job Description

Department: Administration
Status: Exempt

Job Title: City Clerk
Reports to: City Council

Date job description last revised: 1/2/2024

GENERAL DESCRIPTION OF DUTIES:

Key member of city staff requiring the ability to study, interpret and apply state and local laws and effectively interact with elected officials and the public. Primary duties include managing City records in accordance with the state retention schedule; processing a variety of liquor, marijuana and other business licenses; preparing council meeting agendas, packets and meeting minutes; preparing and submitting legal notices for publication in accordance with deadlines; overseeing contract administration; maintaining the City's public calendar; organizing elections; and performing other general administrative duties.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Salida City Council. The position is also responsible for interdepartmental coordination to prepare for city council meetings. Provides information and support to all department heads related to City records, licenses and meetings of the City council.

Direct supervision of one staff member who serves in the capacity as the Deputy City Clerk and Municipal Court Clerk.

ESSENTIAL DUTIES OF CITY CLERK:

- Regular, predictable, and dependable on-site workplace attendance is an essential function of the job.
- Coordinates with Department Heads and City Attorney to prepare meeting agenda and packets for meetings and work sessions of the City Council. Attends evening meetings and keeps official record of proceedings of the Council meetings. Reviews packet materials for accuracy and completeness.
- Maintains public meeting calendar and posts public notices and meeting schedules for the City Council.
- Manages the process to issue City licenses for arborists, liquor, marijuana and tobacco, including application review, background checks, sending the Fire Department and Police Department inspection sheets when an application is received, obtaining required approvals based upon requirements and collecting fees.
- Ensure all documents approved by Council (Ordinances, Resolutions, Agreements) are properly signed, distributed and filed.
- Ensures compliance with records retention policy.
- Processes open records requests.
- Ensures codification of all ordinances.
- Coordinates all City elections with County Clerk or independently, when necessary. This includes reviewing petitions for initiatives, referendums and recall. Meets all deadlines required by the

Colorado Statutes.

- Coordinates with County Clerk for City elections, including review of petitions for initiatives, referendums and recall.
- Maintains good working relationships with the media.
- Articulates actions and official positions taken by the City Council, as the governing body, in press releases and/or interviews with members of the press. However, as the designated election official, this position will be removed from making public statements about positions on ballot questions.
- Regularly updates the website, which includes properly adding reference documents, writing and posting informational articles, maintaining information about elected officials and other general updates / maintenance.
- Oversees the operation of the Municipal Court in cooperation with the Municipal Judge.
- Supervises the Deputy City Clerk/Municipal Court Clerk.
- Ensures department provides public assistance at the counter and by telephone to answer questions and provide information.
- All responsibilities outlined in the Colorado State Statutes and the Salida Municipal Code.
- Oversees the operation of the Short-Term Rental Program that is managed by the Deputy Clerk/Municipal Court Clerk, including applications, renewals, Occupational Lodging Taxes and Short Term Rental compliance, utilizing software and reviewing complaints received.
- Other duties and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Capability to read, understand and apply legal requirements such as the Colorado Revised Statutes, State Liquor Codes and the Salida Municipal Code.
- Well-developed oral and written communication skills including the ability to compose clear and concise meeting minutes, press releases, website posts, etc.
- Strong organizational, time management, priority-setting and multi-tasking skills.
- Ability to supervise Deputy City Clerk/Municipal Court Clerk and provide guidance in learning the duties of the job.
- Ability to develop good working relationships with co-workers and members of the community.
- Strong computer software skills including use of the Microsoft business suite (Word, Excel, Powerpoint, Outlook, Gmail), Adobe Acrobat Pro and internet / website navigation and Municode software to create agendas, packets, and minutes.
- Strong customer service focus and solutions orientation.

EDUCATION AND EXPERIENCE:

High school education or equivalent with three to five years work experience.

Expected to join Colorado Municipal Clerk's Association and International Institute of Municipal Clerks and attain certification.

Previous local government experience desired.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in an office environment and requires extended periods of time sitting (or standing) in front of a computer screen. Hours are generally Monday through Friday 8 am – 5 pm; may occasionally require longer hours. Requires coverage of night meetings. Must be able to lift 20 pounds on an intermittent basis. The small organizational setting requires a strong work ethic where all employees are expected to cross train and assist others as needed to cover staff absences and busy periods.

PAY/SALARY RANGE:

\$74,906 to \$112,360 Annually. Hiring range up to \$93,633 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.