



TOWN OF PLATTEVILLE

Troy Renken, Town Manager
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Town Clerk/Treasurer – The Town of Platteville is accepting applications for the position of Town Clerk/Treasurer in the Administration Department. Salary range is \$68,500 - \$71,500 and includes a competitive benefit package. A complete job description and application can be obtained by contacting Platteville Town Hall at (970) 785-2245 or by visiting the Town's website at www.plattevillegov.org. Interested persons must submit a resume and formal application to: Town of Platteville, Attn: Troy Renken, Town Manager, 400 Grand Avenue, Platteville, CO 80651 or to trenken@plattevillegov.org. Closing deadline is Friday, February 26th at 4:30pm. EOE.



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Job Title: Town Clerk/Treasurer

POSITION:	Town Clerk/Treasurer
DEPARTMENT:	Administration
CLASSIFICATION:	Full-time, Exempt
SALARY RANGE:	\$68,500-\$71,500 DOQ/E
BENEFITS:	Employee Health, Dental, Vision and Life Insurance. PERA Retirement. Vacation, Holiday and Sick leave. Longevity Pay after 3 years.

JOB SUMMARY:

The Town Clerk/Treasurer acts as custodian of the official records of the Town, development documents, and oversees municipal elections, municipal court, licensing and permitting, Utilities, customer service, and record retention. This person is responsible for accurate recording of meetings of the Board of Trustees and Planning Commission. He/she assists with the financial management of Town funds and budget, and maintenance of Finance Management software systems. The Town Clerk/Treasurer is a statutory officer appointed by the Board of Trustees as provided by state statute. As a department head, the Town Clerk/Treasurer is a member of the Town's management team which also includes the Police Chief, Public Works Director, Recreation/Senior Director, Library Director and Town Manager.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED:

Responsible for general supervision of the Finance/Court Clerk, Utility Clerk and Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Platteville retains the right to modify or change the duties or essential functions of the job at any time.*

- Supervises the daily operation and activities of the Administration Department and oversees the procedures and practices for customer service and records management for the Town.
- Is custodian of the official records of the Town, and oversees records management, storage and retention, and assures the rules and regulations regarding Open Records laws are strictly followed.
- Determines working procedures, assists with assigning duties and work schedules, evaluates performance, conducts training and recruitment, and recommends pay changes, promotions and disciplinary action for staff associated with Administration Department operating responsibilities.
- Administers oaths and certifies all Town documents for use, implementation or authority of the Board of Trustees, Planning Commission and Board of Adjustments.

- Attends all meetings for the Board of Trustees, Planning Commission and Board of Adjustments. Records minutes of the meetings as the official record. Prepares copies of official meeting minutes for distribution and approval. Completes codification of Ordinances within the Platteville Municipal Code.
- Works directly with Town Manager and contract staff in processing and managing development matters for the Town.
- Assists the Town Manager with the general management of personnel files and human resources.
- Oversees the management of the Municipal Court through the Finance Clerk, including payments, maintaining records and overall operations of the Court.
- Acts as a liaison for citizens, the public, and Board of Trustees and Town staff on issues regarding Town business. Posts all official notices for meetings regarding the Town.
- Oversees management of Town website, Social Media, Broadcasting of Town Meetings and events, and monthly information flyers.
- Manages and conducts the duties associated with the issuance of liquor, business, sales tax and animal licenses.
- Tracks expenditures related to various grant projects and assists the Town Manager with general grant management.
- Manages Property/Casualty and Workers Compensation insurance claims and associated reporting.

OTHER DUTIES AND RESPONSIBILITIES:

- Conducts and completes special projects and assignments as directed by the Board of Trustees and the Town Manager.
- Performs general receptionist duties including answering telephones, computer operations and responding to citizens inquiries as needed.
- Cross trains with all other employees in the Administration Department in order to assist with various duties and services provided by the front office.

EDUCATION, EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or GED equivalent.

Special Training or Experience: Certified Municipal Clerk is preferred. Additional training or certifications as a Municipal Clerk, Court Clerk, liquor licensing, election law, records management and cemetery management recommended. Complete requirements for Notary Public within 6 months.

Work Experience in Positions Similar or Related to this Job: Experience with municipal government and knowledge of parliamentary procedures. Two or more years of supervisory and public customer service is recommended.

Additional Job Requirements: Valid Colorado Driver's License. Criminal History Background Check. Must be Bondable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of parliamentary procedures, principles and practices.
- Knowledge of Platteville codes and ordinances and Municipal Court operations.

- Knowledge of records management standards and the ability to apply principles and practices necessary to maintain the official house of records.
- Ability to interact in a courteous manner with the staff and the public and to establish and maintain effective working relationships with other professionals, organizations and the general public.
- Strong written and verbal communication skills. Knowledge of the use of proper grammar, punctuation and spelling.
- Ability and skill to operate general office equipment such as computers, copy machines, printers, phone and voice mail system, fax machine and 10 key calculator.
- Knowledge of the computer applications, Microsoft Office, and Access databases. Familiar with current technological capabilities and applications.
- Knowledge of and the ability to apply program planning principles, human resources management principles and practices, and supervisory principles and practices.

EQUIPMENT USED:

Telephone, computer, copiers, fax, typewriter, 10 key calculator and other business/office tools and equipment.

ENVIRONMENTAL CONDITIONS:

The majority of work is performed in the front office and in other areas of Town Hall.

PHYSICAL REQUIREMENTS:

- Ability to operate standard small office equipment.
- Ability to lift or carry up to 40 lbs. and to push or pull up to 60 lbs.
- Ability to conduct activities involving climbing, balancing, crawling, twisting, stooping, kneeling/bending, crouching, and reaching on a limited to substantial basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to perform responsibilities of the position.
- Ability to operate a vehicle.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer and celebrates diversity in the workforce.