

**TOWN OF MANCOS, COLORADO**  
**JOB DESCRIPTION**  
**POSITION TITLE: *TOWN CLERK/TREASURER***

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<b>EXEMPT:</b>	<b>Yes</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Town Administrator</b>
<b>APPOINTED/HIRED BY:</b>	<b>Board of Trustees</b>
<b>APPROVED BY:</b>	<b>Board of Trustees</b>
<b>SALARY RANGE:</b>	<b>\$55,000 - \$65,000</b>

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**SUMMARY:**

The Town Clerk is an officer of the Town, and adheres to all state laws pertaining to that position. The Clerk prepares, maintains, indexes and files official documents of the Town of Mancos, and conducts municipal elections in accordance with Colorado State law. As Town Treasurer, manages the Town's financials and bills, accounts and financial records, and prepares monthly reports for review by the Town Administrator, Personnel/Finance Committee and the Town Board. Manages the Town's accounting, utility billing, ensures compliance with the financial audits, ensures compliance with fiscal policies, and advises the Town Administrator and the Board of Trustees of the financial health of the Town. Reports to the Town Administrator and carries our goals and duties as set forth by the Town Administrator. Identifies problems and potential solutions for the efficient operation of the Town's Administration Department, and makes recommendations for improvements. Directs and coordinates activities of the Town Deputy Clerk. Performs the following duties:

**TOWN CLERK ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintains and exercises custody of Town ordinances, resolutions and other official Town documents, prepares and administers a schedule of Board of Trustee actions, enacting ordinances and resolutions, and serves as official custodian of the Town Seal, in accordance with Federal, State and Local laws.

Assures the Board of Trustees has the documents required to take official actions, and records the proceedings of all meetings of the Board of Trustees, noting the kind of action taken, text of the action, and the votes cast which caused adoption or rejection. Maintains and indexes these official records.

In cooperation with the Town Attorney and Town Administrator, prepares and assigns identification numbers to draft ordinances and resolutions proposed for adoption by the Board of Trustees. Maintains an official ordinance book of all adopted ordinances, in numerical order, and creates an index of each volume.

Coordinates codification of adopted ordinances with the codification company; provides courts, law enforcement departments and other interested parties true copies of active ordinances related to offenses.

Serves as chief election officer of the Town of Mancos when the Town elections are not concurrent with general elections. Oversees petition and election processes related to initiative, referendum and recall elections dealing with municipal issues. Makes all final interpretations and initial decisions as to controversies over municipal election issues.

Serves as Deputy to the County Clerk and Recorder for the purpose of voter registration. Determines candidate and voter eligibility, absentee voting, and mail-in ballots, as required by Colorado state law.

Prepared and provides election materials, hires and trains election judges, and arranges for polling places. Direct the tallying of votes; certifies election results, and reports the returns to the media and to other interested parties in the community, as required by Colorado state law. Serves as legal custodian of election materials.

Issues or renews all licenses as provided by Colorado state law and Town ordinance, including publishing notices and holding public hearing to determine eligibility. Counsels applications as to the requirements necessary for making a complete and accurate application to the Town for licenses, land use applications and permits.

Responsible for the timely and accurate publication of all public and legal notices, including notices for ordinance adoption, required public hearings, notice of legal action and posting of the monthly bills.

In cooperation with the Town Administrator and Town Attorney, manages the procedural and legal aspects of annexation proceedings and other land use activities.

Attends all special and regular meetings of the Board of Trustees and makes a true and accurate record of the proceedings, rules and ordinances made and adopted by the Board. Serves as the custodian of the Town Seal and is empowered to administer oaths and take acknowledgements under the Seal of the Town. Required to serve as a notary public.

Serve as custodian of Town records, establishing and maintaining a variety of files such as historical documents, ordinances, resolutions, minutes, Board packets, official deeds and leases, building permits, land use applications and any other official documents and records.

Records and files documents and plats with the County and other State agencies as required by law.

Tracks any special uses issued by the Board, noting the expiration of said uses and informing the Board and Town Administrator of such expirations.

In the absence of the Deputy Clerk, acts as receptionist; answers the telephone, waits on the general public; receives payments for services and gives information on general town policies; or referring the citizen to the correct person.

Type and proof read a variety of documents from rough draft forms to final copy.

Performs other duties as assigned.

### **TREASURER ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In cooperation with the Town Administrator, prepares an annual budget and submits it to the Board of Trustees for review and adoption.

In cooperation with the Town Administrator, devises and implements policies and procedures for managing the Town's accounting, utility billing, payroll and financial records.

Prepares accurate monthly financial detail reports for the Board of Trustees and the Town Administrator and the Personnel/Finance Committee.

Attends all meetings of the Personnel/Finance Committee.

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.

In cooperation with the Town Administrator, invests the Town funds according to State law, and monitors financial benefits from those investments.

Assists the Auditor(s) in preparing an independent annual financial audit of the Town's financial status.

Monitors the accounting records for Town grant and compliance programs and projects, including all major and minor construction projects.

Maintains general and subsidiary ledgers and journals to monitor various general/special accounts and funds; make adjustments, transfers and corrections as needed and authorized to do; monitors budgetary spending limitations.

Reviews and prepares vouchers and expenditures to ensure proper account/fund encumbrances or debits, reviews fiscal documents for accuracy and completeness, including authorizations and proper account coding.

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.

In cooperation with the Town Administrator, develops and monitors fiscal policies covering all financial matters, including contracting and cash management.

Adjusts, closes and balances fund accounts and prepares monthly and year end statements.

Works with outside underwriters to monitor bond maturity and loan payments, ensuring that adequate money is available in according with any laws or regulations affecting same.

Manages the Town's utility billing system, ensuring accurate and timely posting of bills to the public and proper placement of utility funds.

Analyzes long and short range financial data, revenue forecasts and provide technical analysis as requested.

Handles accounting disputes with customers and vendors.

Processes accounts payable, including typing checks.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

The Town Clerk is responsible for supervising assigned employees and any delegated Town Clerk functions. The Town Clerk is responsible for carrying out supervisory duties in accordance with the Town's Personnel Policy and applicable Federal, state and local laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining; addressing complaints and compliments and resolving problems. The Town Clerk has the authority to hire, suspend and request termination, subject to the Town's Personnel Policy and applicable Federal, State and Local laws.

### **QUALIFICATION REQUIREMENTS:**

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

to perform the essential duties well. Reasonable accommodations may be made to enable disabled individuals to perform these essential functions.

Considerable knowledge of general office policies and procedures as they pertain to municipalities.

Considerable knowledge of Colorado laws, policies, rules and regulations as they pertain to municipalities.

Extensive experience in records management.

Ability to work with deadlines and frequent interruptions.

Extensive knowledge of accounting practices and procedures as they pertain to municipalities.

Ability to analyze budgets and financial statements and draw accurate and useful conclusions from the data.

Ability to work independently, with accuracy and confidence.

Ability to make judgment calls and decisions which pertain directly to the responsibilities of the job.

Ability to perform word processing and data entry.

Proficient in English, written and spoken.

Able to deal effectively with the public.

Accuracy in performing typing and filing.

Ability to establish and maintain effective working relationships with fellow employees and other agencies.

Knowledge of effective customer service skills.

### **EDUCATION AND EXPERIENCE:**

High School Diploma or General Education Degree (G.E.D.)

A bachelor's degree in accounting or related field, or a minimum of five years general office experience; with at least three of those years with experience in governmental accounting.

Completion of the necessary training for certification into the Colorado Municipal Clerks Association, within a time period specified by the Town Administrator.

**COMMUNICATION SKILLS:**

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 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.

**OTHER QUALIFICATIONS:**

Skill and experience using computers, various software for accounting, word processing and spreadsheets.

**PHYSICAL DEMANDS:**

The physical demands described in this document are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit and stand, use hands to finger, handle, utilize and feel objects and tools, and manipulate objects or controls. The employee is regularly required to talk and hear well. The employee must regularly lift and move up to 10 pounds and on occasion up to 50 pounds. Specific vision capabilities required by this job include close vision, peripheral vision and ability to adjust focus. The employee will spend extended time with a computer monitor.

**WORK ENVIRONMENT:**

The work environment characteristics described in this document are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. In performing the duties of this job, the employee works predominantly in an indoor environment. The noise level varies from low to moderate.

I have read and understand this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date