



City of Gunnison

Job Description

Job Title:	City Clerk		
Department:	City Clerk	Division:	Administration
FLSA Status:	Exempt	Position Status:	Full-Time
Date Updated:	10/3/2017	Job Physical Level:	Moderate

General Purpose:

Performs complex technical, managerial, administrative and clerical work while serving as Clerk for the elected City Council, establishing and maintaining a central records management system, overseeing City liquor and marijuana business licensing, and ensuring compliance with applicable Colorado statutes and rules.

Essential Duties and Responsibilities:

Acts as the Clerk to the Elected City Council of the City of Gunnison.

Is a member of the City Management Team.

Supervises, provides training and evaluates the job performance of the City Clerk's Department and Municipal Court staff.

Develops, maintains and tracks the budget for the City Clerk's Department, Municipal Court and City Hall maintenance and operations. Purchases materials and necessary services for the department utilizing the City's current purchasing policy. Develops annual department workplans, long range strategic plans/goals and capital plans.

Prepares notices, packets, schedules and facilities for City Council meetings; schedules items on Council meeting agenda.

Develops, compiles and formats ordinances, resolutions, proclamations, and council correspondence as needed.

Attends council meetings and maintains a permanent journal of all proceedings; takes and distributes minutes of Council meetings. Oversees the parliamentary procedures of City Council meetings. Maintains a journal of all adopted ordinances and resolutions.

Observes Council meetings for compliance with Colorado Open Meetings Statutes. Posts notices of all City Council meetings, including the statute-required notice of council-called executive session meetings. Posts applicable meetings where a Council quorum, three or more councilors, will be present.

Develops, coordinates and implements, with IT Manager and other departments, multi-methods city information outreach to and from the citizens of the community.

Oversees City liquor license application process, scheduling with City Council, preparing required legal notices and postings, and collecting and accounting for fees.

Oversees City marijuana license application process, scheduling with City Council, preparing required legal notices and postings and collecting and accounting for fees.

Administers oaths of office as required by law, attests Mayor and City Manager signatures on legal documents and is custodian of the official City Seal.

Presides over City elections, including legal notifications, tracking all phases of the election process for compliance with State regulations, supervising and educating election judges, preparing and overseeing the printing of all necessary ballots and election materials, compiling the required election calendar and answering candidate and public questions concerning the election process.

This includes regularly scheduled elections and special elections as called by City Council.

Oversees codification of City codes, including the re-codification of the City Code with outside codification companies as needed.

Supervises Municipal Court Clerk and the Assistant Court Clerk in daily work duties. Performs daily court procedures as needed. Solicits input from Municipal Judge on needed budgetary items to ensure efficiency in municipal court proceedings.

Acts as advisor to the Youth City Council. Provides information to the students on the functions of municipal government. Solicits and gathers student input on timely issues for delivery to the elected City Council. Develops meeting topics schedule and arranges guest speakers as needed.

Assists the Western State Colorado University City Council intern by providing information to the selected student on all aspects of the City's functions, background and meeting information.

Serves as custodian of official City records, minutes, ordinances, resolutions, and legal documents.

Develops and implements procedure for receiving, organizing, filing, retrieving and storing City government documents and records using coding and indexing methods.

Develops and follows procedures for records retention and disposal based on governmental regulations and City policies. Oversees the annual destruction of past-retention City records.

Receives, processes and fulfills requests made for City records under provisions of the Colorado Open Records Act. Determines if the records requested are legally available to the public.

Answers questions from City staff and personnel regarding central records files; serves as liaison between City and State Archivist's office.

Acts as the City Hall building manager. Includes: overseeing the contracted janitorial service company; Tracking the City Hall maintenance and operations budget for the supplies and services required to run the building; Hiring contractors or service personnel to complete service to the building; Orders supplies for the City Hall building utilizing the current City purchasing policy

Initiates and implements citizen engagement and outreach communication of city functions, activities and events utilizing a variety of print and social media platforms.

Oversees the City Clerk and City Council pages content on the City public website.
Oversees the City Clerk and City Council social media posts content.

Other Duties and Responsibilities:

With input from the Council-appointed Municipal Judge and Court Clerk, develops and tracks the annual Municipal Court budget to ensure the necessary services are provided for the efficient functioning of the Court.

Job Qualifications

Required Education and Experience:	Minimum of two years of college studies plus three years of increasingly responsible managerial experience in a related field desired, preferably in the public sector.
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Other Necessary Requirements:	Possess or have the ability to obtain an IIMC Certified Municipal Clerk designation within 4 years of appointment.
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<p>Necessary Knowledge, Skills and Abilities:</p>	<p>Knowledge:</p> <p>Considerable knowledge of the city-at-large and its services, including surrounding municipalities, the county, and the available services and business resources therein.</p> <p>Knowledge of the variety of records types, records management and information systems.</p> <p>Considerable knowledge of modern office practices and procedures, including computer systems, word processing, spreadsheets, data bases, internet resources and email.</p> <p>Knowledge of municipal court procedures and rules.</p> <p>Considerable knowledge of Colorado State Statutes related to municipal elections, liquor licensing and marijuana licensing, open public records and public meetings laws.</p> <p>Skills:</p> <p>Demonstrated public relations and customer service skills in dealing with the fellow employees, supervisors, volunteers, board members, Council members and the public.</p> <p>Possess strong basic math skills and grammar/spelling skills.</p> <p>Abilities:</p> <p>Strong written and oral communication skills.</p> <p>Ability to interpret and apply regulations used by various authorities, including the state legislature, regarding applicable city operations.</p> <p>Demonstrated ability to organize projects and follow through to completion.</p> <p>Ability to work independently.</p>
<p>Working Conditions</p>	
<p>Work Environment:</p>	<p>Work is accomplished typically in a climate-controlled indoor office environment with moderate noise level. Meetings are sometimes held in an outdoor setting. Automobile travel may be required to attend trainings or meetings.</p>

