



TOWN OF DINOSAUR
317 STEGOSAURUS FWY
P.O. BOX 238
DINOSAUR COLORADO 81610
970-374-2296

Town Clerk-Open Position

The Town of Dinosaur is looking for a new Town Clerk. This is an integral part of our Town and requires attention to detail and a desire to assist the Council and the citizens of Dinosaur.

Per code, these are the listed job duties:

Town Clerk-Duties. The Town Clerk shall have the power, duty and responsibility to:

A. Supervision Received. The Town Clerk works under the general guidance and direction of the Mayor, the Town Council and/or the Town Administrator, if appointed,

B. Supervision Exercised. The Town Clerk shall exercise supervision over any deputy town clerks and all other clerical staff.

C. Essential Duties and Responsibilities.

1. Attend all meetings, including informal study sessions, of the Town Council and make a true and accurate record of all the proceedings, rules and ordinances made and passed by the Board of Trustees;

2. Serve as custodian of the Town's official Book of Ordinances, serves as custodian of other Town records as designated by the Town Council, serve as custodian of the Town's seal, and affix the Town seal to such documents as the law or the Board of Trustees requires;

3. Administer all applicable provisions of the Colorado Municipal Election Code or Sections 31-10-101, et. seq., C.R.S. as amended, or the Uniform Election Code, Sections 1-1-101, et. seq., C.R.S., as amended, and the Colorado Fair Campaign Practices Act, Sections 1-45-101, et. seq., C.R.S., as amended;

4. Collect monies, taxes, revenues, and other funds due and owing to the Town of Dinosaur;

5. Keep a separate account of each fund or appropriation and the debits and credits belong thereto;

6. Give each person paying money into the treasury a receipt therefor specifying the date of payment and upon which account paid;

7. Countersign warrants or checks drawn upon the treasury and signed by the Treasurer or Mayor. Said check or warrant shall state the particular fund or appropriation to which the same in chargeable and the person to whom payable;

8. Maintain all financial and statistical reports;

9. Assist and advise the Town Council and members of the public;

10. Maintain effective working relationships with other personnel;

11. Issue all Town licenses as provided by law;

12. Act as Clerk to the Town Council;

13. Maintain employment records for all Town officers and employees indicating the accumulation and use of vacation time, sick leave, other leave, overtime and compensatory time-off, if any;

14. Assist in the preparation of the annual budget;



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- 15. Maintain all other records, unless otherwise provided by ordinance, and perform such other duties as prescribed by the Town Council and applicable law; and*
- 16. Staff the Town office from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday.*
- 17. Shall perform such other duties as deemed appropriate by the Town Council and as provided by applicable law.*
- (Ord. 78, Part IV, §4.5 1993)*
- D. Qualifications. The Town Clerk shall be a high school graduate with suitable municipal or private sector office experience. The Town Clerk must have the ability to make sound decisions and be capable of maintaining and filing records in a proper manner at all times. The Town Clerk shall have a broad working knowledge of municipal government, or agree to obtain such knowledge soon after being appointed.*

Additionally, experience with the Excel computer format is beneficial and desired as the Town uses the Caselle accounting program and the Clerk handles Utility billing and numerous other General Ledger and associated programs. We have training available through the vendor that is in-house or at various locations, which may require travel, which the Town will furnish to ensure the employee has all the tools needed to succeed as a valuable member of the staff.

The Town has numerous benefits for the employees. We currently have a 4 day workweek, full health insurance for employee and family- dental and vision not included but available and PERA retirement with Town contribution. Compensation may be hourly or salary depending on experience.

Contact Larry Elarton, Town Administrator, for more information.