



Job Description
Deputy Clerk/Office Manager
The Town of Keystone

Description of the Town and its needs

Keystone will become the newest Home Rule Town in Colorado when the Town Council is seated in early February 2024. Located in Summit County, it is a mountain resort community which is home to approximately 1,300 full time residents, over 3,600 condos and homes, a deed restricted workforce housing area, 2,100 seasonal housing beds, a business community, and has a peak ski weekend population of 25,000. The town is a year-round resort community with Keystone Resort located within the boundaries.

In 2024, the Deputy Clerk/Office Manager will work directly with:

- The Town Manager and Town Clerk to identify, acquire, and install the initial town IT, website, office infrastructure, and Human Resources processes.
- The Town Clerk to put in place all capabilities required to support the functions of the Town Clerk and when those capabilities are in place to transition functions performed by Summit County to the Town.

In 2025 and beyond, the Deputy Clerk/Office Manager will work to refine operations to provide responsive, transparent and efficient support to the Keystone Community and town staff.

Position Description

The Deputy Clerk/Office Manager:

- Provides direct support to the Town Clerk and performs as the Town Clerk when the Town Clerk is not available.
- Provides direct office management and personnel support to all Town Departments and the Town Manager.

This is an exempt position which reports to the Town Clerk.

Duties and Responsibilities

Deputy Clerk Duties and Responsibilities are to assist the Town Clerk in the following:

- Establishing, administering, and maintaining town records in accordance with Colorado Statutes, and responding to CORA requests.
- Supporting and attending Town Council and Town Hall meetings to include preparing and distributing agendas and meeting packets, transcribing minutes, setting up the meeting room and arranging any support and meals required for the meetings, and managing audio and video streaming of Town Council and Town Hall meetings.
- Filing ordinances and resolutions of the Town Council and ensuring the codification of ordinances into the municipal code.
- Establishing and administering the Town License programs to include Liquor, Business, Short Term Rental, Nicotine, and Marijuana Licenses.
- Administering oaths of office to town officials and law enforcement personnel.
- Supporting the Planning and Zoning Commission as required.
- Supporting the Municipal Court as required.
- Conducting and administering Town Elections.
- Providing Notary Public Services.
- Working evening hours to support meetings as required.
- All other duties as assigned.

Office Manager Duties and Responsibilities are:

- Overseeing IT support to the Town Staff and ensuring that staff needs are met.
- Providing basic Human Resources support.
- Establishing and updating the Town Website.
- Leading the Public Engagement activities for the Town.
- Responding to public questions made in person, via email, or via telephone and directing them to the right Town Staff point of Contact.
- Providing internal and external communications support for the Town.
- Providing direct administrative support to the Town Manager as required.
- Working evening hours to support meetings as required.
- All other duties as assigned.

Demonstrated Skills

- Ability to maintain confidentiality and exercise sound judgment.
- Knowledge of office management procedures, records management, filing systems, and office correspondence.
- Knowledge of records retention and management procedures.

- Ability to accurately file numerically, alphabetically, alphanumerically, chronologically and use the record management database.
- Outstanding attention to detail and organizational skills.
- Ability to manage multiple tasks and priorities.
- Ability to read, understand, and interpret ordinances, codes, and regulations.
- Ability to operate office machines and personal computers, including word processing, database, presentation and spreadsheet programs, calculator, copy machine, fax machine, phone system, recording software and equipment, remote meeting access equipment, and all software pertinent to the Clerk's Office.
- Familiar with Local Area Network and Wi-Fi Network basic operations and support.
- Ability to maintain and update websites.
- Familiar with Human Resources policies, administration, and employee support.
- Ability to learn tasks and develop efficient and effective ways to complete the task.
- Flexibility in taking on new tasks, and research on how to complete the task.
- Ability to understand and follow both written and verbal instructions and to work under both close, general, or no supervision depending upon the nature of the assignment.
- Ability to establish effective relationships with other departments as well as with community associations, business contacts, civic organizations, and various other groups and individuals.
- Ability to deal tactfully and communicate effectively in a clear and concise manner, both verbally and in writing, with employees, elected officials, appointed committee members and the public.
- Maintains a good attitude and courteous demeanor even during stressful or crisis situations.
- Sound work ethics as well as being consistent and fair.
- Good decision and critical thinking skills.
- Knowledge of business English and spelling; ability to produce quality written documents that deploy a professional appearance. Ability to speak, read and write Spanish is a plus.

Required Education and Experience

- High School graduate or equivalent.
- Bachelor's degree in related fields preferred.
- Five years' experience in administration with increasing levels of responsibility preferred.
- Experience in providing Human Resources support preferred.
- Active Notary Public commission from Colorado required or able to obtain within the first 60 days on the job.

Compensation

Salary Range of \$60,000 - \$95,000 dependent upon qualifications.

Benefits

- Retirement
- Medical, Dental and Vision
- Life Insurance
- Long Term Disability Insurance
- Health Savings Account (HSA)
- Leave Time
- Holidays
- Parental Leave
- Housing Incentive
- Other Benefits

Selection Process/Schedule

Application submittal deadline January 2, 2024

Interviews by Mid-January

Start Work in early/mid-February after Interim Town Manager is appointed.

Letter of interest, resume and three professional references should be sent to Incorporatekeystone@gmail.com.