



Job Description
Town Clerk
The Town of Keystone

Description of the Town

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 Town Clerk will work directly with:

The Town Manager and Deputy Clerk/Office Manager to develop all processes and capabilities to meet Keystone Home Rule Charter, Town Municipal Code, and state statute duties of the Town Clerk, and transition Town Clerk functions currently being provided by Summit County to the Town of Keystone.

The Deputy Town Clerk/Office Manager to establish IT, administrative services, and personnel support infrastructure to support all Town Departments, the Town Council, and Town Manager.

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

Position Description

- Serves as the Town Clerk as designated in the Keystone Home Rule Charter, the Town Municipal Code and applicable state statutes. Oversees and provides IT, administrative, and personnel support to all Town Departments and the Town Manager.
- Supervises the Deputy Clerk/Office Manager. This is an exempt position.

Duties and Responsibilities

- Establishes, administers, and maintains town records in accordance with Colorado Statutes.
- Serves as custodian of official Town records and public documents; performs certification and recording for the Town, as required, on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Town certification; catalogs and files all Town records.
- Files ordinances and resolutions of the council and ensures the codification of ordinances into the municipal code.
- Manages and ensures timely responses to Colorado Open Records Act requests and coordinates responses with Town Staff as required.
- Supports and attends Town Council and Town Hall meetings to include preparing and distributing agendas and meeting packets, transcribing minutes, setting up the meeting room, arranging any support and meals required for the meetings, and managing audio and video streaming of Town Council and Town Hall meetings.
- Ensures compliance with all legal posting requirements for public hearings, ordinances, resolutions and other legal notices as required by law.
- Establishes and administers the Town License programs to include Liquor, Business, Short Term Rental, Nicotine, and Marijuana Licenses.
- Serves as the Town Designated Election official and conducts and administers Town Elections.
- Provides Notary Public services.
- Administers oath of office to public officials and law enforcement officers.
- Oversees and provides IT, administrative and human resources support to all Town Departments and the Town Manager.
- Attends other meetings and training courses as appropriate. Continues educational and certification requirements in order to remain cognizant of current laws, methods and procedures, and to maintain certified municipal clerk certification.
- Assists the Town Manager in the creation of annual budgets for the Town.
- Screens complaints, identifies sensitive issues, responds as appropriate, and brings appropriate issues to the immediate attention of the Town Manager.
- Assists with Municipal Court sessions as required.
- Assists with the Town Planning and Zoning Commission as required.
- Works evening hours to support meetings as required.
- All other duties as assigned.

Demonstrated Skills

- Excellent typing skills.
- Works professionally with the general public and staff.
- Ability to function and make good decisions in the absence of a supervisor.
- Ability to maintain confidentiality and exercise sound judgment.
- Organizational skills.
- Ability to work well with the Town Council, the Town Manager, and the general public.
- Ability to elicit cooperation and resolve conflicts.
- Ability to meet deadlines.
- Cooperates and works efficiently with staff.
- Experience in local government.
- Experience in record keeping.
- Ability to multitask.
- Flexibility.

Required Education and Experience

- Bachelor's degree in public administration, business administration, finance or related field or municipal clerk's certification with at least five years of relevant government records management or related experience.
- An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may be substituted.
- Certification by the Colorado Municipal Clerks Association (CMC) required or ability to obtain in four years.
- Active Notary Public commission from Colorado required or able to obtain within the first 60 days on the job.

Compensation

Salary range of \$70,000 - \$115,000 depending on experience.

Benefits

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

- Other Benefits

Selection Process/Schedule

Application submittal deadline January 15, 2024

Interviews with candidates End of January/Early February 2024

Selection: Early/Mid-February 2024

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