



Town Clerk & Economic Development Coordinator

Status

Non-exempt

General statement of duties:

Responsible for managing and maintaining all Town records, minutes of Board of Trustee and other committee meetings, and responsible for the Town seal. Represents the Town of Cedaredge's economic interests in local and regional organizations.

Specific statement of duties:

The Town Clerk & Economic Development Coordinator must be able to articulate verbally and in writing the intent of proposed municipal codes and policies in addition to producing documentation of actions taken by the Board of Trustees. She or he must also be able to develop relationships with local and regional economic development organizations, current and new businesses, and foster the economic development goals of the Board of Trustees of the Town of Cedaredge.

Specifically, Town Clerk duties include, but are not limited to:

- Coordinates Town Elections
- Records management (Plans, directs, and performs the work involved in maintaining official town documents and records; prepares the official publication of notices, ordinances, resolutions, related documents, and trustee agendas)
- Attends Board of Trustee meetings, prepares administrative reports, and maintains record of proceedings, ordinances, and resolutions.
- Licensing (issues licenses, permits, and other related documents, as directed by town code and policy, and collects fees for liquor and marijuana)
- Website and database maintenance
- Clerical assistance to the Town Administrator and Department Heads as necessary
- Other duties as assigned

Specifically, the Economic Development Coordinator duties included, but are not limited to:

- Marketing and tourism
- Monthly calendar of events and Writing on the Edge
- Works with the Economic Development Advisory Committee
- Business support services
- Works collaboratively with regional economic development organizations.
Attends One Delta County meetings and others as assigned

- Community events: Cedaredge Applefest, Trick or Treat Trail, Parade of Lights, Party in the Park, and assisting with community-organized events as needed
- Other duties as assigned

Supervision received:

Appointed by the Board of Trustees but works under the general direction of the Town Administrator.

Supervision exercised:

None.

Required knowledge, skills and abilities:

- Detail oriented.
- Self-motivated.
- Knowledge of the laws, statutes and ordinances relative to town operations.
- Knowledge of business development and economic development practices.
- Thorough knowledge of modern office practices, principles and methods.
- Working knowledge of the rules and procedures for Boards.
- Ability to maintain confidentiality on sensitive public issues.
- Ability to communicate effectively both orally and in writing.
- Ability to gather data and make analyses and prepare timely reports.
- Ability to maintain effective working relationships with elected officials, supervisors, town employees and the public.
- Ability to develop and maintain relationships with business owners, and local and/or regional business and economic development organizations.
- Graphic design skills helpful and desired

Required education and experience:

- Proficient computer skills with specific experience in MS Office products including publisher and outlook and general computer network and internet agility.
- Any combination of education, experience and training equivalent to graduation from high school and five years of progressively responsible office experience, of which two years include experience with municipal government; two years of college course work and certification as a municipal clerk are desirable.