



Town of Carbondale Job Description

Position Name: Board and Commissions Clerk

Department: Manager

JOB SUMMARY:

The Board and Commissions Clerk performs administrative duties in support of various Town Advisory Boards and Commissions.

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to the following:

- Attends and records meetings and prepares minutes.
- Tracks Board and Commission memberships and advertises for vacancies.
- Works with staff and board and commission chairs to draft agendas and memorandums in preparation for meetings.
- Prepares meeting space.
- Assists the Town Clerk in the completion of routine clerical duties and the filing of Board minutes and Town Ordinances. May assist Town Clerk in the coordination and management of elections and cover other Town Clerk duties where necessary or in case of absence.
- Performs other duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE:

- High School Graduate with business training.
- Must have strong computer skills and willingness to expand those skills. Must be able to type 50 words per minute.
- Two years of related experience.
- Attend Seminars and workshops related to Town Clerk duties and responsibilities.
- Proficient in Microsoft Office Suite, ZOOM
- Bilingual English/Spanish is preferred, but not required

OTHER SKILLS, CERTIFICATIONS, LICENSES AND TOOLS REQUIRED:

- Competency with customer service activities.
- Experience with managing remote and hybrid meetings a plus.
- Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; and ability to plan and organize.
- Valid Colorado drivers license.

DESCRIPTION OF WORK SCHEDULE, HOURS, OVERTIME REQUIREMENTS:

- Part time; 8-15 hours per week, hours vary
- Monday – Friday
- Must be able to attend Board and Commission meetings in the evening once or twice per week.

SUPERVISION RECEIVED:

- Works under the general supervision of the Town Clerk and the Town Manager

SUPERVISION EXERCISED:

- None

FLSA STATUS:

- Non-exempt