

Job Description

Job Title:	Town Administrator/Town Clerk
Reports To:	Town Board of Trustees
FLSA Status:	Exempt
Schedule:	Monday–Thursday, generally 9:00 AM–6:00 PM, and as needed
Hiring Range:	\$125,000-\$135,000

Summary:

The Town Administrator serves as the chief administrative officer of the Town and is accountable directly to the Board of Trustees. This position oversees day-to-day operations of the Town, ensures the implementation of Board policies, goals, and objectives, and provides expert advice and guidance to the Board. The Town Administrator maintains the financial health of the Town, manages personnel and departmental operations, and ensures compliance with all applicable municipal, state, and federal laws.

Essential Duties and Responsibilities:

Town Leadership and Administration

- Serve as a trusted advisor to the Board of Trustees, providing recommendations on policy, operational decisions, and long-term planning.
- Manage day-to-day operations and facilities, including repairs and maintenance.
- Oversee the preparation of Board agendas, minutes, correspondence, and legal documents, ensuring accuracy and compliance.
- Implement the goals, objectives, and policies established by the Board, ensuring alignment with the Town’s mission and priorities.
- Coordinate Town land use and zoning compliance, code enforcement, and research.
- Manage Intergovernmental agreements (IGAs) contracts, RFPs, bids, and purchasing processes.
- Maintain IT systems and supervise office organization, storage, and records filing.
- Represent the Town and Board at meetings, events, and community engagements, fostering strong relationships with residents, businesses, and regional stakeholders.
- Act as the Public Information Officer, communicating information effectively to the public and media.
- Liaise with state authorities, stakeholders, and other agencies.
- Plan, supervise, and execute Town Events and Community Engagement ensuring compliance with budgets and public safety requirements.
- Attend training and professional development to remain current on municipal best practices, legal requirements, and leadership strategies.

Finance and Budget Management

- Direct the Town's accounting and financial operations, keeping the Board informed of the Town's fiscal status.
- Prepare, present, and monitor the annual budget; ensure timely submission to the State of Colorado.
- Manage audits, general ledger, journal entries, accounts payable, payroll, revenue reconciliation, bank and credit card reconciliations, and investment reporting.
- Oversee financial reports and Budget-to-Actual analyses to support Board decision-making.

Human Resources and Personnel Management

- Supervise Town staff, including department heads, ensuring clear communication of goals and expectations.
- Maintain personnel records, track PTO, sick leave, and vacation, and oversee benefits administration.
- Coordinate employee training, workers' compensation reporting, and performance evaluations.
- Maintain the Town's Employee Handbook in compliance with legal requirements and Board directives.

Town Clerk and Records Management

- Oversee municipal records, including retention, destruction, and open records requests.
- Administer elections, licensing (business, liquor, marijuana, pets), and building permits including coordination with oversight agencies.
- Maintain custody of the Town Seal and manage grant applications, municipal code administration, and state statute compliance.
- Coordinate the Town's calendar of events, deadlines, and closures, ensuring effective planning and execution.
- Facilitate communication between the public and the governing body.
- Ensure compliance with local, state, and federal regulations.

Municipal Court Administration

- Supervise municipal court operations, including monitoring dockets, warrants, and judgments for legal accuracy.
- Manage court proceedings, ensuring compliance with applicable laws and procedures.
- Serve as the primary point of contact for the Municipal Judge regarding court administration, operations, facilities, and compliance

Required Experience, Knowledge, & Skills

Education, Experience, & Training

- Bachelor's degree in public administration, business, or related field, or equivalent experience is preferred.

- Certified Municipal Clerk (CMC) designation is required.
- Notary Public Commission is required.
- Additional administrative education or relevant technical training is preferred.

Knowledge:

- Municipal governance, Colorado law, and statutory requirements.
- Budgeting, accounting, and municipal financial reporting.
- Human resources policies, employment law, and personnel management.
- Land use, zoning, and code enforcement practices.
- Records management, elections, and licensing procedures.
- Customer service and public relations best practices.

Skills:

- Advanced proficiency in Microsoft Office Suite, Windows, and related office software.
- Strong written and verbal communication, including grammar, composition, and correspondence.
- Minute-taking, agenda preparation, and documentation management.
- Event planning, coordination, and public engagement.
- Supervisory and leadership skills, including coaching and mentoring staff.

Abilities:

- Analyze complex problems, develop solutions, and communicate recommendations effectively.
- Maintain effective working relationships with the Board, staff, citizens, and other governmental agencies.
- Manage multiple priorities under pressure and respond effectively to interruptions.
- Exercise discretion and maintain confidentiality with sensitive information.
- Achieve intergovernmental cooperation and facilitate collaboration with County, State, and Federal agencies.
- Stay current on evolving municipal regulations, codes, and best practices.

Special Requirements

- Valid Colorado Driver’s License.
- Successful completion of a criminal background check.
- Pre-employment drug screening required.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency

Sitting	C	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	O
Running	R	Walking on uneven surfaces	F
Stooping	F	Working at height	R
Kneeling	F	Other:	
Squatting	F		
Climbing	O	Environmental Conditions	
Balancing	F	Exposure to Chemicals	R
Reaching	F	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	C
Handling	C	Vibrations	O
Visual Acuity Near	C	Work in Traffic	R
Visual Acuity Far	C	Local Travel	O
Depth Perception	C	Out of Town Travel	R
Color Discrimination	F	Other:	
Peripheral Vision	C		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	R	Weight of Objects Moved	
Heavy Equipment Operation	R	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	C

Work Environment

- Work is primarily performed in a standard office environment, with occasional outdoor work required for community events.
- Regular use of computers, telephones, and standard office equipment.
- Must be able to drive a personal or Town vehicle.
- Must be able to sit, stand, walk, and lift up to 10 pounds occasionally.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

The ***Town of Garden City is an Equal Opportunity Employer.*** Applicants are considered for positions for which they have applied without regard to gender (regardless of gender identity or gender expression), race, color, religion, creed, national origin ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy or other characteristics protected by law.

I have read and understand the job description detailed above. By signing below, I acknowledge that I can complete the essential functions of my job with or without reasonable accommodation. I understand that if I need a reasonable accommodation for a protected disability, I will notify my manager. I understand that the decision for granting reasonable accommodation will be on a case-by-case basis.

Employee Signature

Date