



CITY OF WESTMINSTER, CO  
invites applications for the position of:

# City Clerk Coordinator

An Equal Opportunity Employer

**SALARY:**

Annually  
\$108,992.00 - \$136,240.00

**OPENING DATE:** 07/18/22

**CLOSING DATE:** 08/03/22 08:30 AM

**POSITION PURPOSE / IMPORTANT APPLICATION INFORMATION:**

This is a professional position within the City Manager’s Office responsible for administrative and policy work on behalf of City Council and supporting administrative functions of the City Clerk’s Office. Responsibilities include weekly City Council agenda packet administration, City Council meeting and Study Session attendance and administration, Boards and Commissions management, community engagement, and acting in the role in the absence of the City Clerk. Responsibilities to City Council include complex administrative knowledge relating to ordinances, resolutions and other official actions including scheduling and prioritizing agenda items for City Council meetings and Study Sessions, finalizing and editing draft agenda memoranda from all City departments, attending City Council meetings and Study Sessions, taking minutes, and preparing legal publications. Election duties incorporate supporting the City Clerk in multiple responsibilities prior to, during, and subsequent to the voting process including preparing ballot questions and citizen comments for presentation for coordinated elections, preparing abstracts of vote totals, and executing the division’s communication strategy.

Work is performed with minimal supervision and requires initiative, discretion, and exercise of independent judgment based on knowledge of administration policies and procedures of the City organization. Supervision may be exercised over Staff that provide support to these services. This position will report to the City Clerk and works directly with the City Manager, Deputy City Managers, City Council, and other City employees.

This position offices at Westminster City Hall and the schedule is generally Monday through Friday, 8:00 a.m. to 5:00 p.m. with some flexibility required for Monday night City Council meetings. Onboarding will require 100% in-office and thereafter some remote work will be allowed. The full salary range for this position is stated above. The starting range of pay is dependent on qualifications and experience of each individual candidate. The City of Westminster offers a bonus of up to \$1,500 per year depending on the employee’s fluency in Spanish, Hmong, and/or Laotian.

**ORGANIZATIONAL COMPETENCIES AND CULTURAL VALUES/GENERAL COMPETENCIES:**

The City’s work culture encourages passionate, positive and enthusiastic employees who, along with our City Council and City Manager, are strong supporters of our mission: Westminster’s purpose is to provide core services and foster economic resilience to give our community the opportunity to thrive. Our core values are embodied in our SPIRIT (Service – Pride – Integrity – Responsibility – Innovation – Teamwork).

This position supports the goals of the City Manager's Office (CMO), which supports and is responsive to the citizens, City Council and the overall City organization. Through leadership by example, CMO progressively manages the city organization, where customer service and empowerment are governing principles, and effectively communicates with internal and external audiences.

**Every employee is accountable to:**

- Demonstrate a high level of customer service; encourage others to focus on the customer; foster an environment where customer service is a priority
- Communicate with customers to ensure that, where possible, they are satisfied, and that their needs are being addressed; solicit and evaluate customer feedback
- Act as an ambassador by understanding and fostering the organization's mission and vision
- Exhibit pride in self, the department, the City, and the community; conduct self in a professional manner
- Demonstrate integrity and build trust through credibility, reliability, commitment, loyalty, and ethical behavior
- Address difficult or contentious issues in a constructive manner
- Support/promote change; demonstrate flexibility, and take calculated risks when appropriate
- Participate in personal growth opportunities, and attend trainings designed to enhance capacity to bring new skills and ideas to the job and the organization
- Work to continuously improve the efficiency and effectiveness of the service or product being delivered
- Demonstrate support for team efforts by accepting new roles and responsibilities, and helping others achieve objectives
- Value diversity; demonstrate an awareness of differences; demonstrate sensitivity, and adapt behaviors and communication to accommodate these differences

**GENERAL COMPETENCIES**

**Citywide - Every employee in this position is accountable to:**

- Establish effective interpersonal relationships through honest, open communication and follow-through on commitments
- Recognize personal strengths and weaknesses, and target areas for personal self-development
- Demonstrate initiative in performing job tasks
- Exhibit problem-solving skills leading to sound judgment and quality decisions
- Achieve goals, and handle assigned workload and new assignments effectively; demonstrate an ability to work independently
- Communicate effectively with individuals and groups using clear and concise verbal and written communications
- Demonstrate accountability for work, and take ownership in job performance
- Demonstrate concern for the accuracy and quality of work; take steps to correct mistakes and improve the overall product

**Job Specific – Every employee in this position must be able to:**

- Demonstrate high level competencies from interfacing with an elected body
- Demonstrate public policy competencies including meeting procedures and guidelines
- Manage public relations problems with discretion and in a courteous and tactful manner
- Maintain a strong technology knowledge base for automated information management systems and software including electronic agenda management, record management systems, preferably Laserfiche, on-line business management tools and ERP databases, preferably JD Edwards
- Utilize knowledge of modern business English, including AP Style and technical writing skills, proper grammatical constructions, punctuation, spelling and command of a broad vocabulary

- Maintain strong understanding of records retention, open records, open meetings and other applicable statutes
- Elicit information effectively to convey concise, accurate explanations of ordinances, policies, procedures and requirements
- Perform common arithmetic calculations
- Maintain effective relationships with elected officials, City employees and the public

**Leadership/Supervisory – Every employee in this position is accountable to:**

- Effectively supervise, mentor, and motivate employees
- Foster a participatory organizational climate that is open, positive, reinforcing, and supportive
- Encourage employees to be accountable for their work and take ownership in what they do
- Demonstrate collaboration and conflict resolution skills
- Assist employees in developing their skills, and in eliminating barriers to their development
- Provide employees with meaningful, timely feedback and appraisals
- Immediately and effectively address employee performance issues

**JOB SPECIFIC FUNCTIONS:**

**Essential Job Functions, Duties, Responsibilities, and Tasks**

1. Serves the City Council, including:

- Scheduling agenda items for City Council meetings and Study Sessions
- Drafting agenda memoranda and proclamations
- Reviewing and editing draft agenda memoranda at a senior policy and administrative level from all City departments ensuring compliance with all City policies, procedures, and guidelines and obtaining final approval from the City Manager's Office prior to dissemination and publication
- Preparing City Council agenda packet for electronic distribution each week to City Council, City departments, outside entities, and the public
- Managing the organization-wide business process as related to meeting agenda items' creation, review, approval, and publication
- Conducting regular training sessions on agenda procedures and software for City employees, and members of the City Council, as needed
- Attending City Council meetings and Study Sessions, managing the public comment process, assisting taking minutes, preparing legal publications related to meetings, ensuring accuracy, and providing follow up for City Council
- Performing appropriate and pertinent research and follow-up with departments regarding City Council actions
- Managing the recruitment, appointment, and on-boarding process for Boards and Commissions members, as well as the database of applicants, appointees, and vacancies
- Managing the publication of the City Code book (currently through a third-party codification vendor), ensuring amendments as enacted by City Council are updated in a timely fashion, and providing this information to employees and the public through the City's web page

2. Provides support to the City Clerk's Office through the following:

- Demonstrating strategic leadership and project management skills and process improvement strategies
- Modeling servant leadership and community stewardship
- Developing and guiding employees in the division
- Participating on departmental and citywide leadership teams
- Collaborating with City management and departments on organization-wide initiatives, programs, and projects
- Attending Study Sessions and City Council meetings and participating on the Executive Leadership Team in absence of the City Clerk

- Tracking and reviewing legislative bills relating to the core functions of the City Clerk's Office and providing updates and recommendations on the potential impact to current policies and procedures to the City Clerk
  - Creating a positive working environment exemplifying SPIRIT, partnership and collaboration
  - Coordinating division-wide reporting and acting as a representative on various task forces
3. Under terms of the Westminster Municipal Code and the City Charter, supports the City Clerk as the Designated Election Official and Chairperson of the Election Commission meetings with citizens appointed to the Election Commission, including:
- Preparing ballot questions, candidate listings and public comments for certification to two counties for coordinated elections
  - Updating the Candidate Guidelines and office procedures regarding elections
  - Verifying Candidate Nomination Petitions and financial reports submitted by candidates for compliance with state statutes, City Charter, and the Westminster Municipal Code
  - Conducting special elections when applicable
  - Preparing abstracts of vote totals
  - Executing the division's communications strategy for informing candidates, elected officials, city employees, and the public
4. Supports the City Clerk as custodian of official record for the City with responsibilities including:
- Maintaining the official records for the City of Westminster
  - Maintaining the official retention and destruction schedule with the state
  - Serving as the point of contact for all Colorado Open Records requests
  - Maintaining permanent City records
  - Attesting City documents and instruments requiring the seal in the absence of the City Clerk
5. Maintains regular and punctual attendance

#### **Other Duties and Responsibilities**

1. Assists City Manager's Office staff in providing support for City Council and other administrative functions, including special events
2. Organizes and conducts City Hall tours and special events; may include public speaking
3. Helps plan and execute Civic Academy program and other civic engagement projects
4. May be required to use personal and/or City vehicle to attend meetings in different locations

Incumbent is accountable for all duties of this job and other projects and responsibilities that may be added at the City's discretion.

### **POSITION REQUIREMENTS/WORKING CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS:**

#### **Education, Experience, Skills, Formal Training, Licenses, and Certifications**

##### **Required:**

- Bachelor's Degree in Public Administration, Political Science, Organizational Management or a related field
- At least two (2) years of experience in office management or in an administrative position
- At least three (3) years of experience with a legislative body including municipal, county, or state government

##### **Preferred:**

- Previous experience with a City Clerk, Municipal Records Manager, Deputy City Clerk or Assistant City Clerk
- Experience with the Colorado Open Records Act (CORA) or other state/local open records laws
- Experience administering or coordinating elections
- Possession of International Institute of Municipal Clerks (IIMC) certification or obtain within two (2) years

Any equivalent combination of education, training, and experience, which would provide the required knowledge and skills, may be considered.

### **Physical Requirements**

Work is sedentary in nature and requires sufficient physical stamina and strength for:

- Constant sitting to perform daily tasks; occasional walking through a multilevel facility to retrieve information; frequent standing, sometimes for extended periods
- Frequent squatting, reaching above shoulder, and twisting to file documents and lift supplies and material; occasional bending, kneeling, climbing, balancing, and reaching below shoulder to store documents, material, and supplies
- Constant light grasp, fine manipulation, and handling to perform daily duties; occasional firm grasp to safely use equipment
- Frequent lifting, carrying, and pushing and/or pulling of up to ten (10) pounds to move material and supplies; occasional lifting, pushing and/or pulling of up to twenty-five (25) pounds with dollies and carts

### **WORKING CONDITIONS**

Work is constantly performed indoors. This is primarily sedentary office work. Must demonstrate the ability to meet the physical demands of the job, including the ability to retrieve information from various locations in the office when needed. Exposure to periods of high activity and stress under demanding conditions. The position requires a great deal of communication with City employees, the public, and outside agencies. Individual may be required to attend meetings and events in different locations and during evenings or weekends.

### **Required Materials and Equipment**

General office equipment including personal computers, telephone, copy machine, and calculator.

### **PRE-EMPLOYMENT REQUIREMENTS**

- Background checks will include employment references and criminal history, and when applicable, credit check, driver license record, and education verification
- Drug screen
- Must be legally entitled to work in the United States

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.cityofwestminster.us/jobs>

OUR OFFICE IS LOCATED AT:

4800 West 92nd Avenue

Westminster, CO 80031

303-658-2150

[jobs@cityofwestminster.us](mailto:jobs@cityofwestminster.us)

Job #22-00295  
CITY CLERK COORDINATOR  
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## **City Clerk Coordinator Supplemental Questionnaire**

- \* 1. Do you have Bachelor's Degree from an accredited four-year college or university in Public Administration, Political Science, Organizational Management or a related field?  
 Yes    No
  
- \* 2. Briefly describe any experience you have working in a City Clerk's Office. What was your specific role? If you have had no experience, please answer with N/A.
  
- \* 3. Do you have at least three (3) years of experience working directly with a legislative body, elected officials, executive or leadership teams including municipal government?  
 Yes    No
  
- \* 4. Do you have at least three (3) years of experience working in any government setting?  
 Yes    No
  
- \* 5. Briefly describe any experience you have working with a legislative body, elected officials, executive or leadership teams including municipal government. What was your specific role? If you have none, please respond with N/A.
  
- \* 6. Do you have at least two (2) years of experience in office management at a supervisory level?  
 Yes    No
  
- \* 7. If you have experience with CORA or other open records laws, briefly describe your experience. If you have no experience please answer with N/A.
  
- \* 8. Do you have a current International Institute of Municipal Clerks (IIMC) certification?  
 Yes    No
  
- \* 9. If you have experience with research and data analysis, briefly describe your experience. If you do not have experience, please respond with N/A.
  
- \* 10. Do you have experience writing policy-level communications or memoranda, and/or editing policy-level communications or memoranda for grammar and content?  
 Yes    No
  
- \* 11. If you answered yes to having experience writing policy-level communications or memoranda and/or editing policy-level communications or memoranda for grammar and content, please describe your experience. If you answered no, please respond with N/A.
  
- 12. This position offices at Westminster City Hall and the schedule is generally Monday through Friday, 8:00 a.m. to 5:00 p.m. with some flexibility required for Monday night City Council meetings. Onboarding will require 100% in-office and thereafter some remote work will be allowed. Are you willing to work this schedule?  
 Yes    No

\* Required Question