

**MEMORANDUM**

**TO:** Mayor Jones and Members of the Board  
**FROM:** Cheryl Kuechenmeister, Town Administrator  
**DATE:** January 18, 2018  
**RE:** **Budget Review – Administration/Personnel Expenses**

As part of the review of the budget the Board has requested a review of the various revenue and expense items in the budget. The first line item for review and discussion by the Board is Personnel Expenses under the Administration Department. This line item (along with payroll taxes) accounts for about 24% of the total budget.

Attached for Board information are copies of the job descriptions for the Town Administrator, Town Clerk, Town Treasurer and Town Attorney. The positions of Town Clerk, Town Treasurer and Town Attorney are statutorily required positions so their job descriptions have been codified into the Town's Municipal Code.

# **TOWN OF FOXFIELD**

## **JOB DESCRIPTION**

### **TOWN ADMINISTRATOR**

**August 5, 2010**

#### SUMMARY OF POSITION:

The Town Administrator is appointed by the Board of Trustees. This is an exempt, part-time position and receives benefits as determined by the Board. The person in this position exercises the direction, coordination and control of the overall administration of the property and affairs of the Town and is responsible for the efficient and impartial application and enforcement of all laws, ordinances, resolutions and by-laws of the Town Board. The Town Administrator operates with a minimum of direct supervision and is expected to exhibit a high degree of independence.

IMMEDIATE SUPERVISOR: Board of Trustees.

SUPERVISION EXERCISED: Supervises the Town Clerk and other staff as assigned.

#### ESSENTIAL FUNCTIONS

- Implement and develop procedures that execute policies adopted by the Board and ensure adherence to the procedures by Town employees and consultants.
- Attend Board meetings as deemed necessary, prepare and provide supporting documents and information pertinent to agenda items.
- Prepare and present a proposed budget to the Board in accordance with state and Town laws. Administer the budget once adopted.
- Advise the Board and general public on the current status of all affairs of the Town and prepare an annual report of the previous year's activities.
- Maintain sound positive public relations between the Town and its citizens; between the Town and other governmental agencies and between the various boards and commissions that make up the Town Government.
- Attend meetings and conventions on behalf of the Town.
- Keep the Board advised of the financial condition and future needs of the Town and making such recommendations to the Board for adoption as he may deem necessary or expedient;
- Enforce the laws and ordinances of the Town.
- Enforce all terms and conditions imposed in favor of the Town in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the Board for such proceedings as may be necessary for enforcement;
- Act as Personnel Director for the Town; hire (with Board approval), evaluate and direct the Town's staff.
- Perform such other duties as may be prescribed by ordinance, or required of by the Board which are not inconsistent with the local, state or federal law.

Critical features of this job have been listed in this job description. They may be subject to change at any time due to reasonable accommodation or other reasons. Other duties and responsibilities may be assigned by the Town Board at any time.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Understand basic municipal ordinance content and the ability to learn, understand and apply the Foxfield Municipal Code. Thorough knowledge of and ability to comply with Colorado statutory requirements for statutory Towns.
- Thorough knowledge of the principles, practices, and organization of municipal government administration.
- Ability to appropriately exercise discretion and independent judgment.
- Ability to maintain effective working relationships with staff, elected and appointed officials, consultants, other government officials and the public.
- High level of interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.
- High level of integrity.
- Ability to make and implement decisions.
- Ability to accurately prepare reports and provide recommendations to the Board.
- Knowledge of municipal management, municipal government, programs, community problems, and decision-making processes.
- Knowledge of municipal financial management and accounting procedures, budgeting and investments.
- Knowledge of the principles of personnel administration.
- Ability to organize and use time effectively and to be creative and analytical.
- Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.
- Excellent written and oral English language communications skills.
- Proficient in all modules of Microsoft Office. Ability to learn and manage computer systems utilized to perform the essential functions of the position.

#### EDUCATION AND EXPERIENCE:

- Bachelor's degree in public administration, business administration, or equivalent. Master's degree preferred.
- At least three years management experience in a municipal/public administration or aggressive business environment, including at least two years experience preferably in a similar function in municipal or county government.

## Town Clerk/Treasurer Job Description

### **Sec. 2-3-50. Town Clerk; powers and duties.**

In addition to the duties imposed by state law, the Town Clerk shall perform the following duties:

- (1) Coordinate, plan and prepare agendas and information packets for Town meetings; post notices; attend and record minutes of Town meetings.
- (2) Coordinate functions of the Town Clerk's Office pursuant to the provisions of the state statutes and this Code, which may include complex administrative, clerical and secretarial functions.
- (3) Act as custodian of all official Town ordinances, resolutions, proclamations and archival records.
- (4) Maintain custody of and administer the official Town seal.
- (5) Supervise the entire Town election process and function as the Deputy County Clerk for voter registration.
- (6) Maintain the Municipal Code book and oversee annual codification.
- (7) Write resolutions, proclamations, public notices, letters, flyers, newsletters and memorandums for the Mayor, Board of Trustees and Town Administrator as needed.
- (8) Other duties and responsibilities as may be assigned by the Board of Trustees or Town Administrator at any time.

### **Sec. 2-3-100. Town Treasurer; powers and duties.**

In addition to the duties imposed by state law, the Town Treasurer shall perform the following duties:

- (1) Receive all monies belonging to the Town and give receipt therefor.
- (2) Maintain and account for all monies received in such funds as may be provided by law and by the Board of Trustees and keep an accurate account of all monies received and expended by the Town.
- (3) Pay such sums from the treasury of the Town as may be approved by the Board of Trustees.
- (4) Other duties and responsibilities as may be assigned by the Board of Trustees or Town Administrator at any time.

## Town Attorney Job Description

### **Sec. 2-3-150. Town Attorney; powers and duties.**

In addition to the duties imposed by state law, the Town Attorney shall perform the following duties.

- (1) The Town Attorney shall act as legal advisor to, and be the attorney and counsel for, the Board of Trustees and shall be responsible solely to the Board of Trustees. He shall render such services as may be requested from time to time by the Board of Trustees.
- (2) He shall advise any officer or department head of the Town in matters relating to his official duties and shall file with the Town Clerk a copy of all written opinions given by him.
- (3) He shall call to attention the Board of Trustees all matters of law, and changes or developments therein, affecting the Town.
- (4) He shall perform such other duties as may be prescribed for him by the Board of Trustees.