



## **JOB POSTING**

The **Town of Oak Creek** is seeking a **Utility Billing/Deputy Town Clerk** to lead utility billing services and provide accounts payable bookkeeping functions. The position interacts with the public and coordinates with Town employees; assists with Town elections; attends Town Board meetings and prepares meeting summaries; helps to maintain the Town's website and social media postings; and, assists with public records maintenance and responding to public records requests. This is a full-time benefitted position. Starting wage is \$22.67+/hour depending on an applicant's qualifications. Application and additional information is available at [townofoakcreek.com/employment/](http://townofoakcreek.com/employment/) Position is open until filled. The Town is an Equal Opportunity Employer.

The Town's administrative staff is small which allows for the Treasurer to work closely with staff and the Town Board to provide Town services in a personal and professional manner. We need a self-motivated, multi tasker, for the Town's interactive, fast moving, busy Town Hall team!

## TOWN OF OAK CREEK

**POSITION TITLE:** Utility Billing / Deputy Clerk

**DEPARTMENT:** Administration

**REPORTS TO:** Town Administrator/Clerk    **FLSA STATUS:** Non-Exempt

**SUPERVISORY RESPONSIBILITIES:** May supervise administrative employees in the capacity of Town Clerk in the absence of Town Administrator/Clerk

**DATE APPROVED:** December 14, 2021

---

**SUMMARY OF POSITION:** Under general supervision, oversee and process monthly utility billings; provide administrative assistance to the Town Administrator and Town Board; independently organize and complete assigned tasks; handle confidential matters and community relations; establish and maintain Town records management and file systems; provide assistance updating the Town's webpages; exercise general supervision over part-time administrative staff; and perform other related work as required. This position is the face of the front office of Town Hall, and will be working face-to-face with customers on a daily basis and must do so in a friendly, professional and customer service-oriented manner.

### ESSENTIAL DUTIES

*The following statements are illustrative of the essential functions of the job and do not include other less essential or peripheral duties that may be required. The Town of Oak Creek retains the right to modify or change the essential and add additional functions for the job at any time.*

- Prepares and executes all work required to process monthly utility billings; receives, dates, sorts and distributes incoming mail; runs errands.
- Accepts payments by mail, internet or in person for town services, fines, licenses and miscellaneous matters including utility deposits and payments, sales and use fees and dog licenses. Issues receipts, counts cash, prepares deposits for the bank, balances accounts receivable weekly, answers the telephone, responds to customer complaints and inquiries regarding utility services, informs maintenance department of new service, change of service, etc. Transfers calls and takes messages.
- Responsible for payment of all accounts payable including retail sales tax filings and serves to back-up the Town Treasurer with payroll and accounts receivable. Handles collections in coordination with the Town Treasurer and Town Administrator/Clerk.
- Assists the Town Administrator/Clerk in the preparation and distribution of meeting agendas, packets and related materials for the Town Board, Planning Commission and other Town advisory boards and commissions. Assists in coordination and scheduling of work sessions and informational meetings.
- Assists the Town Clerk to take, tape record, transcribe and distribute meeting minutes.

- Assists the Town Clerk to files and record all agreements and contracts executed by the Town, all Ordinances and Resolutions, all policies and important goals and objectives adopted by the Board of Trustees. Maintains filing system and assists with inventory control.
- Assists Town Administrator/Clerk with all Town Elections. Orders election supplies, ballots and designates and trains election judges. Performs duties in accordance with Colorado Revised Statutes, Title 31.
- Assists the Town Administrator/Clerk to schedule liquor license updates, renewals and changes for consideration by the Town Board; to maintain a database on all liquor and business licenses and locations within the Town; and assists in the coordination of Town approvals/denials of various types of licenses and renewals and assists and coordinates in any public hearings held in conjunction with the issuance of a new liquor license.
- In accordance with the Colorado Open Records Act (CORA) administers the Town's records retention schedule and policies. Serves as the custodian of the Town's records and maintains the filing systems. Performs searches in response to open record requests.
- Provide support or oversight of Town special events as needed.
- In the absence of the Town Administrator/Clerk serve as Clerk in an acting capacity.
- Conduct research and prepare reports on projects as assigned.
- Plan, organize, assign and review work of part-time administrative staff.
- Notarizes official documents and signatures.
- Performs other related duties as required.

### **REPORTING RELATIONSHIPS**

Supervision and general direction is provided by the Town Administrator/Clerk. Will generally supervise part-time administrative employees. Will act in the capacity of Town Clerk in the absence of the Town Administrator/Clerk.

### **KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE**

High school graduate or GED equivalent with course work or supplemental course work in typing, computer, accounting, other business subjects and modern office procedures and practices. Associates degree preferred. A minimum of two (2) years of computer, clerical and accounting experience or combination thereof.

#### **Knowledge of:**

- Modern office methods and procedures, bookkeeping and accounting principles. Experience with governmental/non-profit accounting principles and the use of Caselle Connect accounting software highly desirable.
- Social media including but not limited to the upkeep of the Town's website and Town's Facebook page.
- Municipal laws, ordinances and various codes; Town government organization and operations
- Use of office machines, including calculator, copier, postage meter, computer and related equipment and software including intermediate-level word processing, spreadsheets, and database software and management.

- Establishing and maintaining effective working relationships with other employees, representatives of other agencies and organizations, and members of the community.

**Ability to:**

- Maintain sensitive and confidential client information; use tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Work accurately with frequent interruptions and deadlines and ability to work well under pressure and to make routine computations and tabulations with speed and accuracy.
- Communicate effectively with the public; work closely with County, State and Federal agencies.
- Assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources upon direction by the Town Administrator/Clerk.
- Express ideas clearly and concisely both verbally and in writing and perform varied administrative tasks.
- Obtain Certified Municipal Clerk status within four (4) years of employment.
- Work independently.

**EQUIPMENT USED:**

Standard office equipment including, but not limited to, personal and/or laptop computer and associated hardware and software, internet, telephone, copier, calculator and fax.

**WORK ENVIRONMENT:**

Work is primarily conducted indoors with occasional travel to external meetings and training. Attendance at evening meetings will be required, usually on a twice-monthly basis. Experiences routine exposures and hazards of a typical office environment.

**PHYSICAL AND OTHER REQUIREMENTS:**

- Capability to work on computers and associated equipment for prolonged periods of time.
- Ability to sit and perform administrative and computer work for significant periods of time.
- Ability to move up to 25 lbs.
- Ability to obtain State of Colorado Notary Public.
- Ability to effectively communicate in English verbally and in writing.
- Ability to effectively communicate in Spanish verbally and in writing is not required but beneficial.