

# City of Boulder Invites Applications for

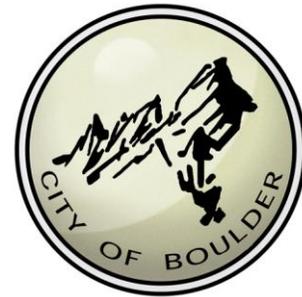
## ~Deputy City Clerk~

If you are interested in [applying](#) for this position, it will be open 10/17/2014- 11/09/2014

**ANTICIPATED STARTING SALARY** \$51,050 - \$83,900 Annually (DOQ)

**LOCATION** Municipal Building  
1777 Broadway, Boulder CO 80302

**SCHEDULE** General schedule is Mon-Fri 8-5.  
Position requires flexible hours based



### POSITION OVERVIEW

Thriving in their core responsibilities, the Deputy City Clerk position is looked at to be dependable in cultivating relationships, political savvy, technical expertise, and is driven in their support of local government.

In support of the City Clerk and City Council, they additionally function as a conduit to the community. The Deputy City Clerk also provides a variety of complex administrative and technical support duties, facilitates public interaction in local government, promotes open and effective communication, pro-actively resolves conflicts and administers a variety of functions including a wide variety of projects.

### POSITION REQUIREMENTS

Bachelor's degree in Public or Business Administration, Communications, Political Science, or related field plus a minimum of five years of progressively responsible administrative office experience, project management experience and technology support roles.

**Desired** Graduate Degree in a related field or Certification as a Municipal Clerk through the International Association of Municipal Clerks. Knowledge or experience in interpreting laws, and legal statutes. Previous supervisory experience.





### How to Apply

Interested candidates should submit an online application, complete with:

- Cover letter
- Résumé

via [BoulderColorado.gov](http://BoulderColorado.gov).

### Contact

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*Client Services Support*

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*Human Resources Representative*

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### Our Organization

The City of Boulder is a progressive organization with a culture that places a great deal of emphasis on diversity. We strive to achieve our vision of “*Service excellence for an inspired future*” by demonstrating core values in all that we do. These include:

- Respect
- Integrity
- Collaboration
- Innovation
- Customer Service

### About Boulder

The City of Boulder is a values-based organization that frequently ranks among the top in the nation in health, well-being, [quality of life](#), and education. Nestled at the foot of the beautiful Rocky Mountains and just 35 miles NW of Denver, [recreation/entertainment](#) options are limitless. Boulder is home to 97,385 residents, the University of Colorado, and some of the state’s finest public and private K-12 institutions. The city—known worldwide for its natural beauty—is committed to sustainability and protecting the environment. Add in a moderate climate and 300+ sunny days every year and it’s clear that the Boulder area is an amazing place to live, work, and play.

### Employee Benefits

The City of Boulder offers comprehensive, affordable [benefits/wellness plans](#) to all standard employees. In addition to available health, vision, dental, life, extended disability, legal, and retirement plans, City employees receive a number of valuable perks, including an [RTD EcoPass](#) for unlimited rides on all local, express, and regional bus/light rail service and a [recreation pass](#) for unlimited use of all recreation centers, outdoor pools, and the Boulder Reservoir.