

The City of Boulder Invites Applications For

~Deputy City Clerk~

This posting is open until filled. To receive full consideration, apply by 02/08/2016.

HIRING RANGE \$57,800-67,900 Annually (DOQ)

SCHEDULE Generally M-F, Varied depending on evening meetings

LOCATION Municipal Building, [1777 Broadway](#)



POSITION SUMMARY

Under limited supervision, coordinates and performs a variety of administrative functions in the City Clerk's Office, with outstanding customer service to internal and external customers. The City Clerk's Office is responsible for city council support, which includes preparing city council agendas, recording all city council meetings and study sessions, preparing and retaining official city council minutes, coordinating annual recruitments for council-appointed boards and commissions, supporting council subcommittees and supporting sister city relationships. The clerk's office also coordinates and administers all general city elections and oversees the Domestic Partnership Registry.

MINIMUM REQS

Bachelor's degree in Public or Business Administration, Political Science, or related field plus a minimum of three years of progressively responsible administrative office experience, or an equivalent combination of experience and education. Excellent proofreading and editing skills. Excellent organizational skills and attention to detail. Candidates with prior experience as a city clerk or an assistant or deputy city clerk will be given preference. Have and maintain acceptable background information.

ABOUT BOULDER

Boulder frequently ranks among the top cities 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 and entertainment](#) options are limitless. Boulder is home to 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 and 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 [EcoPass](#) for unlimited rides on local, express, and regional bus/light rail service and many other Well-being incentives.

The City of Boulder is an equal opportunity employer and a smoke-free workplace.

Click [HERE](#) to apply

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