City of Greeley, CO

City Clerk

1000 10th Street
Greeley, Colorado 80631
About Greeley, CO

Incorporated in 1886, Greeley became a Home Rule City in 1958 with the Council-Manager form of government. The county seat of Weld County, Greeley lies 30 miles east of the front range of the majestic Rocky Mountains near the confluence of the Cache la Poudre and South Platte Rivers and 52 miles northeast of Denver.

Education, Economy and Community Excellence. Greeley thrives as the education, trade, transportation, cultural and marketing center of Weld County. It’s one of the top ten most prosperous and most productive agricultural counties in the U.S. and the state of Colorado’s most productive oil and gas operations. With an estimated population of 108,000, the City covers an area of 46.4 square miles at an elevation of 4,658 feet. Greeley is home to the University of Northern Colorado (UNC), the third largest university in Colorado and Aims Community College. In addition to investments in education, there is a true commitment to achieving community excellence through the development of economic opportunities, enhanced quality of life, cultivating community resources, talent and workforce development, enhanced transportation spending and the development of infrastructure to serve Greeley’s future.

Greeley is home to a diverse mix of industries - from breweries to oil and gas, from unique shops to food processing, and from agricultural innovation to an incredible concentration of creative industries and individuals. The city attracts good corporate citizens with skilled-labor jobs that pay competitive salaries.

Arts and Culture. Greeley offers diverse arts, music and cultural events. This includes performances by the UNC’s College of Performing and Visual Arts, Greeley Chorale and the Greeley Philharmonic Orchestra, and many more entertainers. Enjoy Greeley’s Union Colony Civic Center hosting Broadway shows, art shows, movies, and performances. Greeley is also home to favorite community events such as the Greeley Stampede, Arts Picnic, Friday Fest, and so much more.

Parks, Recreation and Mountain Access. With a plethora of parks and facilities encompassing over 650 acres, the recreational amenities in Greeley are endless. There are golf courses, recreation centers, swimming pools, fields and courts for sports, skate parks, playgrounds, fishing ponds, picnic areas, and more. Experience more time outdoors on biking and hiking trails in the community. Beyond our City, Rocky Mountain National Park and many other pristine alpine environments are all less than 50 miles away.

The Organization

A Home Rule Municipality that is self-governed under the State of Colorado Constitution, Greeley operates under a Council-Manager form of government with seven elected officials on the Council including the Mayor. Under this form of government, the City Council sets the policies for the operation of the Greeley government while the council-appointed City Manager has administrative responsibilities for city operations.

The City has a total 2020 budget of $471.3 million and a staff of approximately 970 full-time equivalent positions.
What’s happening in Greeley?

Exciting things are happening in Greeley:

- Recently, the City of Greeley and the Weld County region have been nationally recognized as highlighted below:
  * Second-fastest population growth in the United States (Weld County - 2017)
  * 6th best place in the United States in 2019 for First Time Homebuyers by WalletHub
  * 8th most dynamic metropolitan area in the United States by the Walton Family Foundation
  * 8th on WalletHub’s 2019 Best Small Town Real Estate Market Study
  * 5th on SmartAsset’s Top 50 Boomtown’s Nationwide

- Greeley benefits from a job growth rate of 5.3% and an unemployment rate of 2.6%.

- City Center South, a modern municipal office building recently constructed and is now open. The new complex houses City Council meeting chambers, Municipal Court, Information Technology, Water & Sewer offices, GTV8, and Central Records. The City is committed to developing centralized modern governmental workspaces with ample meeting rooms, effective collaborative spaces and up to date audio visual equipment to facilitate video conferencing, meeting broadcasting and other time and travel efficiency tools.

- Ongoing investment in the redevelopment of Downtown Greeley with major investments in public art, road & pedestrian infrastructure, stormwater mitigation, redevelopment incentives, and sense of place enhancements attracting investment and innovation. A new, upscale hotel and conference center recently opened downtown attracting new visitors, business meetings, and special events. New restaurants, hospitality, and retail outlets are choosing to locate in every corner of the city.

- Major construction projects recently completed include the construction of the UCHealth Hospital in west Greeley, Campus Commons on the University of Northern Colorado campus, and much more. The South Maddie Apartments currently under construction will feature mixed use multi-family housing and street-level retail shops; this project builds on the momentum of new improvements to the 8th Avenue corridor.

The City Clerk’s office

The City Clerk’s Office is guided by the mission to facilitate open access to city government, encourage civic engagement, and provide prompt and courteous customer service.

The primary functions and services of the City Clerk’s office include serving as clerk to the City Council, the custodian of the city laws, records and administrative policies, providing election administration, coordinating board and commission appointments, managing alcohol beverage licensing, and providing administrative support services to administrative hearings.
The Position

Greeley’s next City Clerk will be an integral part of a transforming organization serving one of the fastest growing communities in the United States. The City Clerk will lead the Office in pursuit of the City’s vision of achieving community excellence and support the organization in realizing its values of Applied Wisdom, Excellence, Accountability, Stewardship, Principled Relationships and Integrity.

The City Clerk will play a key role in modeling organizational leadership and strategic planning in the implementation of the City Council’s vision, Work Program and strategic initiatives to continue to evolve the quality and excellence of service provided by the City Clerk’s Office to the City Council, Boards and Commissions, organization, public and customers.

The City Clerk plans, organizes and oversees the operations of the City Clerk’s Office in several program areas including Clerk to Council, elections, boards and commissions, liquor licensing, records management, and code compliance hearings.

The City Clerk’s Office has an adopted 2020 budget of $953,111 (inclusive of the City Council budget) and 6.5 full-time equivalent positions as detailed below. The City Clerk is appointed by the City Manager with formal approval by the City Council, currently receives day to day supervision and guidance from the City Manager and serves as a member of the City’s Executive Team.

| Administrative Specialist II | 1.50 |
| Assistant City Clerk         | 2.00 |
| City Clerk                   | 1.00 |
| Clerical Assistant           | 1.00 |
| Deputy City Clerk            | 1.00 |

Key City Clerk Initiatives in 2020 and beyond include:

- Effectively leading change management with the City Clerk’s Office staff as the newly-appointed City Clerk;
- Continue to utilize technology to enhance ease, effectiveness and access to processes and information;
- In conjunction with the City Manager’s Office, continue to maximize the agenda workflow process to maximize the level of strategy and quality of information provided to the City Council and public;
- Continue implementation of citywide centralized records management with a record inventory software product and state of the art records management facility that went live in summer of 2019;
- Managing a new city-wide revocable event permit process;
- Coordinate the 2020 election which is likely to include local ballot question(s); and
- Continue and complete the Municipal Code recodification process.
The Ideal Candidate

Greeley’s ideal candidate is a strategic leader with demonstrated success and understanding of the City Clerk’s Office functions with experience coordinating the conduct of City Council elections. As a key position within the City government environment, it is essential for the successful candidate to work closely with City Council and City Management. This person must exhibit strong coordination and relationship building skills with City Council, City Clerk Office staff, City departments, community partners, residents, and other local, regional, and statewide agencies.

The new City Clerk should:

• bring a strong foundation in core City Clerk services – while also providing vision and strategy to create and maintain a high-performance culture, solution-based, and customer service focused department;
• promote the internal and external customer service expectations of the department and build strong relationships across the organization to achieve city-wide goals;
• be skilled in creating a positive atmosphere within the department, and set a superior example of competence, professionalism, energy, collaboration, innovation and work ethic to the organization and community;
• be politically astute, an effective communicator, and equally comfortable talking with line level staff, department directors, and presenting before and interacting with City Council;
• be detail oriented with superior customer service and organizational skills and have the capacity and interest to be an effective mentor and leader for staff;
• possess advanced written and oral communication skills;
• be a persuasive, confident leader, with an ability to be firm and fair, with a clear understanding of a variety of City Clerk related issues;
• be able to focus on leveraging technology to improve transactional services;
• be a partner with other department directors to help ensure the professional management of the City Council agenda;
• be a team player who is collaborative and supportive in serving as a member of the City’s executive leadership team;
• be a skilled professional with a heightened sense of emotional intelligence and an awareness of community, organizational, constituent issues and political sensitivities;
• be open, approachable, instill trust, work collaboratively in a team environment; be action oriented; exercise good judgment; treat others with respect; and hold staff accountable;
• be an outstanding leader of employees who provides guidance and professional support to staff;
• be a positive leader, bringing innovation and creativity to the City Clerk’s Office; and
• have the capacity and interest to be an effective mentor and leader for staff and should inspire staff to achieve excellence.
Education and Experience

Qualified applicants will have a Bachelor's degree in public administration, business administration or a closely related field and five years of increasingly responsible experience in a City Clerk's office involving the maintenance of official records and contractual documents, including two years of administrative and supervisory responsibility; or an equivalent combination of training and experience.

Required Certifications/Licenses

A Certified Municipal Clerk (CMC) or equivalent designation is required within one year of assignment to this position. A valid driver's license and the ability to maintain insurability under the City’s vehicle insurance policy is required.

Salary

The City of Greeley is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: GREELEYCLERK

Affion Public
2120 Market Street, Suite 100
Camp Hill, PA 17011
888.321.4922
www.affionpublic.com

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