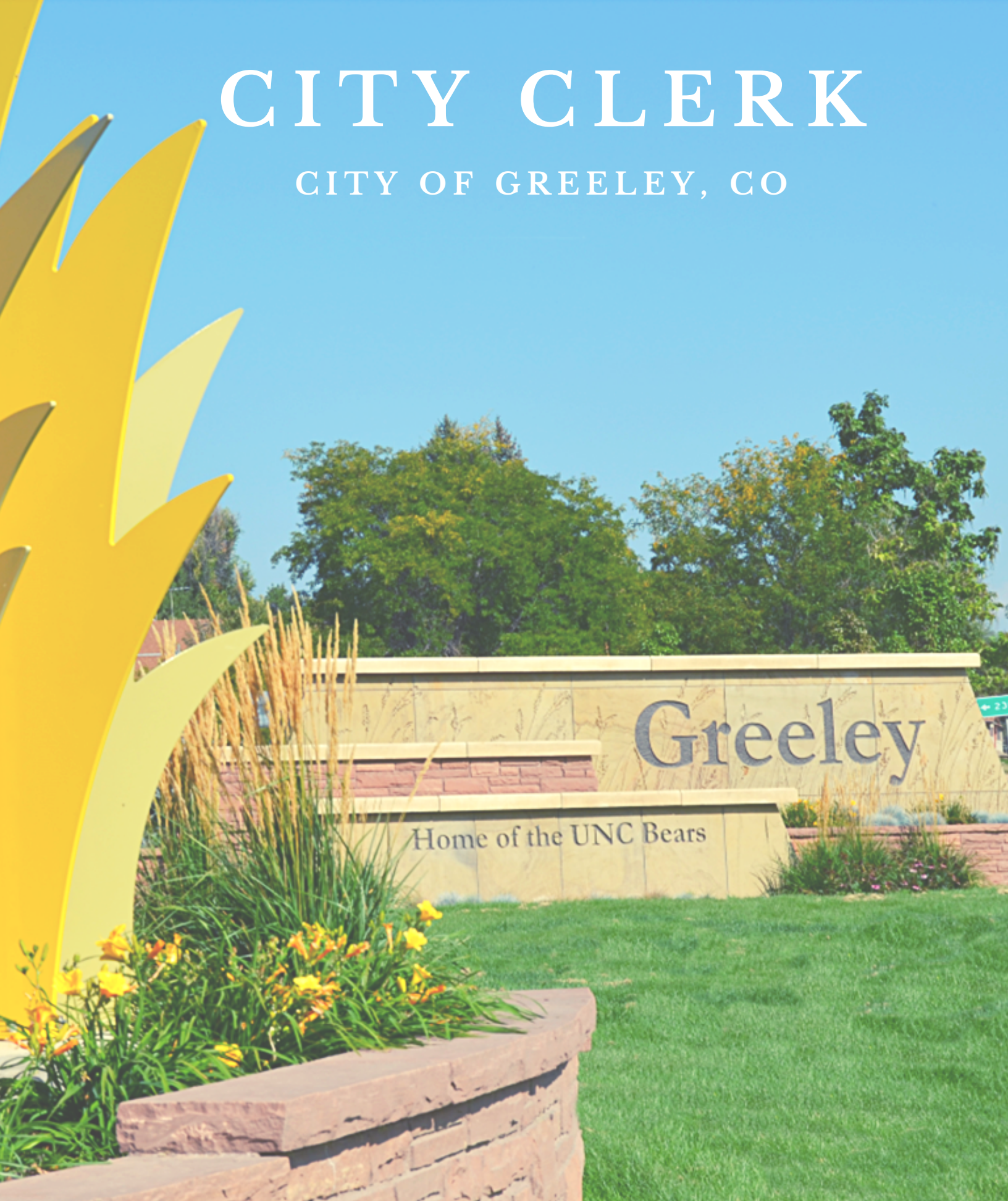


# CITY CLERK

CITY OF GREELEY, CO





## About Greeley, CO

Established in 1870, Greeley became a Home Rule City in 1958 and operates as a 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, Commerce 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 productive agricultural counties in the U.S. and leads the State of Colorado's in oil and gas production. 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 enjoys a rich cross section of cultures and ethnicities with approximately 40% of the community identifying as Latinx and many other immigrant families from across the globe, offering a variety of marketplace and cultural experiences. Greeley is home to both 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 deep commitment to achieving community excellence by fostering economic opportunities, expanding educational partnerships, enhancing quality of life, cultivating community resources, promoting talent and workforce development, enhancing transportation systems and providing infrastructure to serve Greeley's future.

Greeley is home to a diverse mix of industries - from food processing agricultural innovation, health care and energy to breweries, entertainment, hospitality and destination shopping, Greeley boasts an eclectic and diverse economy and community character rich with creative industries and individuals. The city is home to individuals and corporate citizens who provide inspired leadership, community support and skilled-labor jobs that pay competitive salaries.

***Arts and Culture.*** Greeley offers some of the most diverse arts, music and cultural events in the region and is one of the State's certified Creative Districts. Performances produced by the UNC's nationally acclaimed College of Performing and Visual Arts, the Greeley Chorale and the Greeley Philharmonic Orchestra, one of the longest continually operating orchestras west of the Mississippi, are just a few examples of the superb cultural offerings of the community. The City's Cultural Affairs Division manages the 1700-seat Union Colony Civic Center, art shows, movies, performances and the City's Public Art program. Greeley is also home to favorite community events such as the Greeley Stampede, Arts Picnic, Friday Fest, Monster Day, the Multi-cultural Festival, OktoBREWfest, 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, to name a few. Experience more time outdoors on biking and hiking trails along the Cache la Poudre River and throughout the community. As the 'front porch to the Front Range', Greeley presents the opportunity to easily access such diverse outdoor experiences from the Pawnee National Grassland on the east to Rocky Mountain National Park to the west and everything in between all less than 50 miles away.



## What's Happening in Greeley?

Exciting things are happening in Greeley:

- In recent years Greeley and the Weld County region have been nationally recognized in a number of ways:
  - \* 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

In just the last three years, the City has constructed three new and replacement fire stations and constructed a state of the art combined City Council Chambers, Municipal Court, and office building to better serve its elected and appointed officials, staff and the public by providing flexible space, incorporate technology and creative meeting broadcasting. Ongoing investment in the redevelopment of Downtown Greeley with major investments in public art, road & pedestrian infrastructure, stormwater mitigation, redevelopment incentives, and place-making enhancements are attracting investment and innovation. A new, upscale hotel and conference center recently opened downtown attracting new visitors, business meetings, and special events and over 200 new market rate apartments have been developed in the Downtown/University corridor further increasing the appeal of this area. New restaurants, hospitality, and retail outlets are choosing to locate in every corner of the city.

## 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.

Following the retirement of a City Manager with 16 years of service in the position, the City Council recently appointed Raymond C. Lee III as City Manager. Mr. Lee brings a new energy and vision to lead the organization and city as it prepares and plans for significant population growth and development over the next ten years. The City has a total 2022 budget of \$486.3 million and a staff of approximately 1,101.75 full-time equivalent positions.

## The 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.



## Key City Clerk Initiatives in 2022 and Beyond Include:

- Effectively leading change management with the City Clerk's Office staff as the newly-appointed City Clerk;
- Building a cohesive and customer service driven team of staff who are largely new to the organization and their positions;
- 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 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 supporting the organization as it works to become one of high performance.

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 2022 budget of \$1,065,997 (inclusive of the City Council budget) and 6.75 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 a Deputy City Manager and serves as a member of the City's Executive Team.



## 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 range between \$96,512.00 - \$160,000, commensurate with experience, and a comprehensive benefits package. Please note that the salary range is subject to a comp and class study that is currently underway and scheduled to be completed in Spring 2025. Relocation assistance may 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](mailto:resumes@affionpublic.com)

Reference: GREELEYCLERK22

Affion Public  
PO Box 794  
Hershey, PA 17033  
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*Delivering Leaders.*



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