ORDINANCE 9-2005

ORDINANCE APPROVING PERSONNEL MANUAL, JOB DESCRIPTIONS AND COMPENSATION SCHEDULE

WHEREAS, C.R.S. § 31-15-201(b) provides that governing bodies in municipalities shall have the power to provide by ordinance for ... compensation of all officers ... and all employees; and,

WHEREAS, the Town Administrator has proposed a personnel manual dated October 26, 2005 to govern the employment relationship with employees of the Town, including employment of the Town Clerk and Town Treasurer appointed and employed pursuant to C.R.S. § 31-4-304; and

WHEREAS, the Town Administrator has recommended the salary ranges for the Board of Trustees for positions employed by the Town.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF TIMNATH, LARIMER COUNTY, COLORADO, that:


SECTION 2: Compensation. The compensation set forth in the compensation study and recommendations of the Town Administrator are approved as the annual compensation to be paid to employees, subject to an ability on the part of the Town Administrator to make regular raises within the compensation guidelines at the direction of the Town Administrator that modifications of compensation and benefits be reported to the Board.

SECTION 3. Repeal. All other ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portions thereof are hereby repealed to the extent of such inconsistency or conflict.

SECTION 4. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one or parts be declared unconstitutional or invalid.
SECTION 7. Safety. This ordinance is adopted by a vote of deemed necessary for the immediate preservation of the public peace, health or safety of the community.

INTRODUCED, READ, PASSED AND ADOPTED BY A VOTE OF THREE FOURTHS OF ALL THE MEMBERS OF THE BOARD OF TRUSTEES OF THE TOWN OF TIMNATH AS AN EMERGENCY ORDINANCE PURSUANT TO CRS §31-11-105(1) AND ORDERED PUBLISHED THIS 2ND DAY OF NOVEMBER, 2005.

DONNA BENSON, MAYOR

ATTEST:

Linda Thompson, Acting Town Clerk

PUBLISHED BY TITLE THE 17TH DAY OF NOVEMBER, 2005, IN "THE COLORADOAN."

Linda Thompson, Acting Town Clerk
ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the Town of Timnath's Employee Handbook. I understand I am to become familiar with the contents of the handbook as it outlines my responsibilities, benefits, and Town guidelines. If I have questions, I understand that I should talk to my direct supervisor or Town Administrator.

Further, I understand:

- This handbook represents a brief summary of some of the more important Town guidelines. Consequently, the handbook is not all-inclusive.

- The Town Board retains the sole right in its business judgment to modify, revise, suspend, rescind, interpret or cancel in whole or in part at any time and with or without any notice any of the published or unpublished personnel guidelines or practices.

- The contents of this handbook do not constitute an express or implied contract of employment.

- All employees work at will for the Town of Timnath. That means that the Town and the employee are working together for their mutual benefit and either the employee or the Town may discontinue the employment relationship at any time, with or without cause or advance notice.

- Only the Town Board has the authority to enter into any agreement of employment for any specified duration. Such employment agreement will only be valid and binding on the Town when the agreement is expressly set forth in a written document and signed by the employee and Town Board.

__________________________________________________________
Employee Signature

__________________________________________________________
Date
ABOUT THE EMPLOYEE HANDBOOK

This handbook is designed to acquaint you with the organization and provide you with information about working at the Town of Timnath. The handbook is not all-inclusive, but is intended to provide you with a summary of some of the organization's guidelines. Your copy of the employee handbook is to be returned when you leave the employment of the Town. This edition replaces all previously issued manuals.

No employee handbook can anticipate every circumstance or question. If you have questions after reading this manual, please talk to your immediate supervisor. Also, the need may arise to change the guidelines described in the handbook. The organization therefore reserves the right to interpret or change them without prior notice.

The language used in this handbook is not intended to create a contract of employment either expressed or implied. Employees have the right to end their work relationship with the Town, with or without notice or cause. The Town has the same right.

The Town Administrator, appointed by the Town Board, is the administrative officer of the Town. The Town Administrator may administer these guidelines or delegate this responsibility to another administrative employee. The Town reserves the right to the final interpretation of any of the published on unpublished policies, guidelines, or practices.
EQUAL EMPLOYMENT OPPORTUNITY

The Town of Timnath is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes adhering to the mandates of the American with Disabilities Act of 1990 (ADA), a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. The Town also adheres to all Colorado laws and regulations that apply to individuals with disabilities.

The Town seeks to fill positions with the best qualified individuals available. Employees will be considered for promotion in terms of present performance, specialized background, and potential, among other considerations. Length of service will be a factor considered only when two or more applicants possess equal qualifications.
SECTION 1: EMPLOYEE CONDUCT

1.1 Public Contact

Employees of the Town need to act and dress appropriately and in a manner that reflects favorably upon the Town. The Town expects all employees to observe the highest standards of conduct and integrity in the performance of their duties. As an employee of the Town, you have been hired to perform a service for the Town of Timnath. Creating and maintaining a good relationship with the public is of primary importance. As an employee you should make every effort to handle citizen requests and concerns in a timely and courteous manner.

Employees may not use privileged information gained as a result of their employment for personal gain or benefit, or to benefit friends, relatives, or acquaintances. No employee of the Town may participate in any Town procurement decisions affecting their personal financial interest or those of their immediate family.

Town employees and their families are not to accept or solicit gifts or gratuities as a result of the employee’s duties or responsibilities.

1.2 Off Duty Conduct

The Town reserves the right to take appropriate action in response to off-duty conduct of employees which impairs working relationships or has a negative impact on the Town’s ability to perform its functions.

1.3 Outside Employment

A Town employee may hold a second job as long as it does not create a conflict of interest with the Town job or interfere with the performance of the employee’s Town position. However, the employee must obtain prior written approval from the supervisor or Town Administrator.

If the Town Administrator later determines that the employee’s outside employment does create a conflict of interest with the Town job or interferes with the performance of duties, he may order it terminated.

1.4 Political Activity

With a few exceptions a Town employee has the same right to engage in political activity as any other citizen. No Town employee may work as a municipal election judge. Employees may seek Town office, provided they resign their position with the Town at the time of undertaking any campaign activities. At no time during their employment should an employee be involved in any Town political activity.
1.5 Impermissible Harassment

The Town prohibits harassment against anyone (including any applicant, employee or supervisor) based on an individual's race, color, gender, national origin, religion, disability, age, sexual orientation, marital status or veteran status, or based on those aspects in an individual's relatives, friends or associates. Harassment means verbal or physical conduct that insults or shows hostility or aversion toward an individual.

Harassment may include:

- Epithets or slur
- Negative stereotyping
- Threats, intimidation or hostile acts
- Demeaning or hostile jokes or pranks
- Insulting or hostile written or graphic material posted or circulated in the workplace

Harassing another employee will lead to disciplinary action, up to and including immediate termination.

Sexual Harassment

The Town prohibits any person at the company, including officers, supervisors, employees, clients, vendors, or any other persons, from making unwelcome sexual advances, or requests for sexual favors, or any other unwelcome verbal or physical conduct of a sexual nature where such advances, requests, or conduct have the purpose or effect (1) unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment; or (2) when it is obvious or implied that submission to such conduct is a condition of employment or will be used for the basis of any employment decision, including but not limited to, performance appraisals, salary increases, job transfers or any other decision affecting any term or condition of employment with the Town.

The Town does not tolerate Sexual Harassment in any form. No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures or behavior. No employee or applicant should be led to believe that any employment opportunity or benefit will in any way depend on his or her cooperation with sexual demands or submission to an offensive sexual environment.

Violence

The Town has zero tolerance for violence. Any employee who is violent or who threatens to be violent in the workplace or on the job, whether toward any
customer, vendor, co-worker, supervisor, the Town official or member of the public, will be subject to discipline, up to and including immediate termination.

Reporting Harassment, Sexual Harassment or Violence

Employees have an important responsibility in the effective implementation of the Town policies against harassment, sexual harassment and violence. Any applicant or employee who believes that he or she has been subjected to harassment or sexual harassment, who has been harmed by violence or threatened with violence, or who has witnessed anyone else connected with the company experience or commit such conduct, should promptly notify the Town Administrator or Town Attorney.

The Town will promptly investigate a complaint or report of harassment, sexual harassment or violence. The Town will make reasonable efforts to preserve the confidentiality of everyone involved with any harassment, sexual harassment or violence complaint and investigation. The Town will protect complaining employees and witnesses against retaliation for making a harassment, sexual harassment or violence complaint or report. Any employee or supervisor found to have committed harassment or sexual harassment, or who was violent or threatened violence, will be subject to discipline, up to and including discharge.

1.6 Alcohol Drug Abuse

The Town considers alcohol and drug abuse by employees to be a very serious matter directly affecting the safety of all employees and the administrative efficiency and general welfare of the Town.

It is against Town policy to consume or possess alcoholic beverages while on the job or in Town buildings, vehicles, or to report to work impaired by or under the apparent influence of alcohol.

Consumption, use, purchase, sale or possession of any chemical substance, narcotic, drug, cannabis, intoxicant, hallucinogen, inhalants, or illegal drug prescription is against Town policy. Employees are prohibited from reporting for work with any detectable presence of such controlled substance in his or her system.

Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and dosage, and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently. They must report any impairment to their supervisor. The employee may be sent home if a supervisor determines that the employees impairment will not allow them to complete their job in an effective manner.
1.7 Alcohol and Drug Testing

The Town may conduct reasonable suspicion drug or alcohol testing if specific behavioral or physical indicators of drug or alcohol use or impairment are observed.

1.8 Employment of Spouses and Relatives

The Town of Timnath wishes to consider any qualified applicant for employment. All applicants, related to present employees or otherwise, receive equal treatment. The following exceptions apply with regard to the employment of relatives:

- No spouse or relative may exercise supervisory, appointment, dismissal, or disciplinary authority over another spouse or relative;
- No spouse or relative can audit, verify, receive or be entrusted with monies received or handled by the other spouse or relative; and
- No spouse or relative may have access to the employer's confidential information, including payroll and personnel records.

In cases of marriage or impending marriage between two current employees, the above guidelines will apply.

1.9 Use of Town Property and Equipment

Town property and equipment is to be used only for official Town business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, or directives. No employee shall remove Town property or equipment from Town premises or work sites without proper authorization. Any employee who steals Town property or equipment, or who abuses, misuses, damages, or destroys Town property or equipment shall be subject to discipline up to and including discharge and possible criminal charges.

1.10 Use of Electronic Mail Communication System

E-mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

Town employees should have no expectation of privacy in sending or receiving information via e-mail. All computer files, including e-mails, are the property of the Town, regardless of their physical location or the form in which they are maintained. E-mail communications are subject to the Colorado Open Records Act, and the Town reserves the sole and exclusive right to access and disclose
any e-mail messages sent or received by employees. The Town Administrator may authorize the monitoring of an employee's computer, including e-mail and internet communications, with or without notice, when the Town Administrator has reason to believe that an employee is misusing or abusing e-mail or internet privileges or is violating any other Town policy.

Town employees will be subject to disciplinary action up to and including termination for violation of this policy.
SECTION 2: HOURS OF WORK AND OVERTIME

2.1 Exempt and Non-Exempt

Positions with the Town are classified on the basis of duties and responsibilities as either:

- Exempt Status Employees – Executive, supervisory and professional employees who are exempt from overtime and reporting under Federal Law. Employees classified as exempt are expected to work in excess of a 40-hour week as needed to complete normal duties. Time devoted to this end including attendance at meetings, programs and activities beyond regular business hours is not compensable and is considered a condition of employment.

When a department workload requires an employee to work excess hours on a regular basis, the Department Head (Town Administrator) may establish policies or approve specific arrangements as appropriate to compensate the employee with time off.

- Non-Exempt Status Employees – Employees covered by Federal overtime and reporting provisions. The Town will compensate non-exempt employees in pay or compensatory time at the discretion of the Department Head and consistent with Federal Law.

2.2 Attendance

Absenteism can be a very serious problem for the Town. Attendance and punctuality is a necessary requirement of the employee. It is costly, causes unnecessary overtime, imposes additional work on coworkers and supervisors, disrupts schedules, and leads to morale problems.

All employees are expected to be at work and on time as scheduled. It is recognized that occasional amounts of absence for bona fide sickness or emergency situations are often beyond the control of the employee. If it is absolutely necessary for employees to be absent from work due to illness, injury, or emergency situation, they must notify the Town as soon as possible. Employees should contact their immediate supervisor, or if unavailable, the Town Administrator. Employees should give a specific reason for absence and gain approval for expected return date.

Excessive absenteeism will be subject to appropriate disciplinary action, up to and including termination. Any misrepresentation of reason for absence could result in termination.
Failure to show up for work along with failure to notify the Town Administrator of their absence prior to one half of a shift’s completion will result in an absence being classified as a "No Call/No Show". Two such absences with a rolling six month period will be considered a voluntary resignation on the part of the employee. A rolling six month period is defined as the six month period that immediately precedes the current date. Any "No Call/No Show" is a serious violation of Town attendance guidelines and will result in disciplinary action, up to and including termination.

Before returning to work, the Town may require employees absent because of illness or injury to submit a doctor’s release, stating the reason for absence and approval to return to work.

The employees may be required to provide a doctor’s release, stating the reason for the absence and approval to return to work if the Town Administrator requests the release.

2.3 Working Hours

The standard work week begins at 12:01 am Saturday and ends at 12:00 midnight on Friday. The standard work-week for regular full-time employees is forty (40) hours, Monday through Friday. The Town Hall hours are 9 a.m. to 5 p.m., Monday through Friday. Employees may be required to work additional hours beyond Town Hall hours to ensure a 40 hour work week. All overtime must be authorized and approved in advance by your supervisor. The employees should take a lunch hour each full day worked. The lunch hour is considered unpaid time.

2.4 Overtime/Compensatory Time

The Town compensates non-exempt employees overtime at one and one-half times the hourly rate for time over forty (40) hours per week. This compensation may be in pay or compensatory time at the discretion of the Town Administrator. The overtime will not be split between pay and comp time within the same pay period. (i.e. if an employee earns 10 hours overtime in a two week pay period, it will either be paid fully or taken in comp. time.) In order to keep total hours worked at or below forty hours, a supervisor may require an employee to take time off on any day within the work week. This guideline covers all non-exempt employees.

All overtime hours must be authorized by the supervisor in advance except in emergency situations. Any approved compensatory time needs to be used in the year in which it is earned. Compensatory time will only be accrued to 120 hours. Once this limit is reached, no additional time will be accrued unless time is taken off by the employee.
Time spent in Town sponsored or job-related training programs, lectures, and meetings during normal working hours are considered hours worked for the purposes of determining overtime. Taking courses in a public or private institution or pursuing additional education outside of regular working hours is not considered hours worked for the purposes of determining overtime regardless of whether the activity is job related, unless the course is taken at the direction of the Town.

Compensatory Time will not be available for exempt employees.
SECTION 3: HIRING

3.1 Announcement of Available Positions

All job announcements for budgeted employee positions shall be reviewed and approved via the Town Administrator. The positions will be advertised in Town and through one of the local papers.

3.2 Types of Employment

The Town of Timnath may provide three types of employment: full-time, part-time and seasonal/temporary.

- Full-time – A person employed in a position that normally requires at least 40 hours per week. Full time employees are entitled to all benefits provided for in these policies.
- Part-time – A person employed in a position that normally requires 20 or more hours a week, but requires less than 40 hours. Part-time employees are not eligible to participate in employee benefit/leave programs.
- Seasonal/Temporary – A person employed either on a part or full time basis in a job which has been established for a specific time or duration, including a specific time of year, or a specific project or group of assignments. Normally the duration of this position would not be expected to exceed 1,040 hours annually or six months. A seasonal/temporary employee is not eligible to participate in employee benefit and leave programs.
SECTION 4: COMPENSATION

4.1 Compensation Administration

The Town generally tries to pay wages and salaries which are competitive with rates being paid for similar jobs by other employers in our area; which are comparable with rates being paid by municipalities similar to Timnath in size and responsibilities, and which maintain internal relationships within the organization.

We periodically review our salary ranges to determine whether they are competitive and equitable. We also periodically review individual salaries to see if they reflect an employee's job description and responsibilities.

4.2 Performance Evaluations

Both full-time and part-time employees receive a performance review each year. In addition, periodic performance reviews may be conducted at any time.

The performance reviews are to discuss goal accomplishment, to produce feedback on your progress, and to discuss overall employee performance. The employee will receive a copy of their performance review, on which they will have the opportunity to make written comments. The original copy of the evaluation will be placed in the employee's personnel file.

4.3 Time Sheets

Time sheets need to be kept on a daily basis and submitted weekly on the Monday following the week completed at the time designated by the Town Administrator or Treasurer. Each time sheet must be signed by the employee and approved by the supervisor.

4.4 W-4 and W-2 Forms

W-4 (employee's withholding allowance certificate) forms are to be completed by new employees. If during the year the employee decides to change the number of deductions claimed, blank forms are available through the Town Treasurer.

W-2 (wage and tax statements) forms, which are used in filing income tax, will be distributed by January 31st. Questions or problems regarding your W-2 and W-4 forms should be directed to the Town Treasurer.

4.5 Wage Garnishment

The Town is required to withhold a portion of your earned wages due to the employee when a garnishment is served on the Town. The employee is urges to
avoid situations which may lead to attachment or garnishments. The Town may not be able to give advance notice of garnishment to the employee.

4.6 **Pay Days**

The Town distributes paychecks every other week. The employee should notify the Town Treasurer immediately if the paycheck is incorrect. An employee may not receive their paycheck in advance without the permission of the Town Administrator.

4.7 **Employee Benefits – Health Insurance**

The Town shall pay 100% of the regular, full time employee’s monthly premium and the premium for their spouse and children. An employee may choose not to participate in this benefit, but no money will be distributed to the employee in lieu of the health insurance.

4.8 **Educational Reimbursement**

If the Town asks an employee to participate in educational classes, the Town will pay 100% of the cost of the class, including books. If an employee has been reimbursed for classes that the Town has paid for and subsequently leaves employment of the Town within one year of the reimbursement, the employee may responsible for reimbursing the Town for those costs, and such costs may be withheld from the employee’s final paycheck.

4.9 **Safe Harbor Policy**

It is the Town’s policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal law. To ensure that you are paid properly for all time worked and that no improper deductions are made, the employee must record correctly all work time and review their paychecks promptly to identify and to report all errors.

The Town will make every effort to ensure that the employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Town’s attention, the Town will promptly make any corrections necessary. Each employee should review their pay stub when it is received to make sure it is correct. If the employee believes that a mistake has occurred or if they have any questions, the employee should utilize the reporting procedure outlined below.

Non-Exempt Employees

If an employee is classified as non-exempt, they must maintain a record of the total hours worked each day. These hours must be accurately recorded on a
time card that will be provided to the employee by the Town Administrator. Each employee must sign his or her timecard to verify that the reported hours worked is complete and accurate. The employee’s time card must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. On the Monday following the week worked, the completed time sheet should be submitted to the Town Administrator for verification and approval. When the employee receives their paycheck, they need to verify the paycheck immediately.

Unless an employee is authorized by the supervisor, they should not work hours that are not authorized. An employee should not start early, finish work late, work during a meal break or perform any other extra or overtime work unless the employee is authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any “off the clock” work. “Off the clock” work means work the employee may perform but fail to report on their time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Town’s policy for any employee to falsify a time card, or to alter another employee’s time card. It is also a serious violation of the Town’s policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee’s time card to under- or over-report hours worked. If any manager or employee instructs the employee to (1) incorrectly or falsely under- or over-report the hours worked, or (2) alter another employee’s time records to inaccurately or falsely report that employee’s hours worked, the employee should report it immediately to the Town Administrator.

Exempt Employees

If an employee is classified as an exempt salaried employee, the employee will receive a salary which is intended to compensate the employee for all hours worked for the Town. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be predetermined amount that will not be subject to deductions for variations in the quantity or quality of work the employee performs.

Under federal and state law, the employee’s salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

Full day absences for personal reasons,
Full day absences for sickness or disability,
Full day disciplinary suspensions for infractions of the Town’s written policies and procedures,
To offset amounts received as payment for jury and witness fees or military pay, the first or last week of employment in the event the employee works less than a full week.

The salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state or federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any work week in which the employee performs any work, the salary will not be reduced for any of the following reasons:

Partial day absences for sickness or disability;
Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work,
Any other deductions prohibited by the state or federal work.

Every report of a potential problem will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee who violates this policy. In addition, the Town will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Town's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.
SECTION 5: LEAVE AND EMPLOYEE BENEFITS

5.1 Holidays

The following holidays apply to regular, full-time employees. Part-time and seasonal/temporary employees are not eligible for holiday leave. The Town of Timnath, by ordinance, observes the following holidays:

- New Years Day (first day of January)
- Martin Luther King, Jr.’s Birthday (third Monday in January)
- Washington-Lincoln Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (fourth of July)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (Eleventh of November)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (twenty fifth of December)

If a holiday occurs on a Saturday, the Town will celebrate the holiday on the Friday immediately preceding it. If a holiday falls on a Sunday, the Town will celebrate the holiday on the Monday immediately following it.

In order to receive holiday pay, employees must work their scheduled day immediately before and immediately after the holiday. If an employee is absent on his or her scheduled day immediately before or immediately after the holiday, he or she will not be paid for the holiday.

Employees who are on vacation or leave when a holiday falls will receive holiday pay in accordance with this policy and will not be charged vacation time for that day.

Holiday pay is paid at an employee’s normal rate of straight time pay.

5.2 Vacation

The Town grants paid vacation to regular, full time employees. For this benefit, a year is defined as the employee’s date of hire. Since vacations are granted for the purpose of rest and relaxation, the Town encourages all employees to take vacation within the year that it is accrued.

The company grants the following number of days/accrual hours (per 26 pay periods) for paid vacation to regular, full time employees:

- Years 1 – 4 3.08 hours per pay period, up to 80 hours per year
- Years 5 – 9 4.62 hours per pay period, up to 120 hours per year
Years 10 and after 6.16 hours per pay period, up to 160 hours per year

Employees can carry over vacation only to the extent that it doubles the vacation time to which they are entitled. When an employee separates from the Town, they will be paid for any vacation time that has been earned but not used.

Employees can use their vacation time as it is earned, once they have completed their 90 day introductory period. The Treasurer must be notified, on the time sheets, whenever vacation time is used so that eligible employees who have vacation time available can be properly paid. The Request for Time off forms must be submitted to the Town Administrator and approved prior to use of vacation time.

Vacations should be scheduled at least two weeks in advance. The Town will attempt to accommodate the employee's vacation schedule but due to timing may not be able to grant the exact time off that you would like. Vacation time taken shall be clearly indicated on the employee's timesheet.

An employee may not receive a cash payment in lieu of a vacation for his or her accrued vacation hours, except in the case of termination of employment. Should an employee find that taking a vacation may result in a negative vacation time balance, the employee must discuss the matter in advance with his or her supervisor.

5.3 Sick Leave

The Town provides sick leave benefits to all regular full-time employees for a temporary absence due to illness or injury, medical appointments or the illness or injury of a parent, spouse or dependent child. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

Eligible full time employees will be credited with sick leave benefits at the rate of 1.86 hours per pay period, up to 48 hours per full calendar year. Although employees are not eligible for sick leave benefits until they have completed their introductory periods, accrual begins on the first day of employment.

Paid sick leave will not be considered hours worked for purposes of overtime or vacation accrual for non-exempt employees. Unused sick leave benefits are not paid upon termination of employment or upon retirement. Sick leave benefits cannot be used as vacation time.

Unused sick leave benefits accumulate from year to year, up to a maximum of 144 hours (18 eight hour days). Employees will begin to accrue sick leave benefits again only after their accrued benefits fall below these limits.
Notification – If an employee will not be coming into work because of the illness or injury, a medical appointment, or the illness or injury of a parent, spouse or dependent child, he or she must notify his or her supervisor at least one hour prior to the start of his or her shift. If an employee becomes sick during the workday, he or she must notify their supervisor before leaving the work site. Failure to notify the supervisor as stated herein may result in disciplinary action, up to and including termination.

The Sick Leave needs to be accurately noted on the employee’s timesheet for accurate reporting to the Town Treasurer.

The Town reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness or injury. The employee may be asked to provide a physician’s statement that verifies that an illness or injury existed, its beginning and ending dates, and the employee’s ability to return to work without presenting an immediate and significant risk to the employee’s own health or safety or the health and safety of others. When requested, such verifications and releases may be a condition to receiving sick leave benefits and returning to work. Although a physician’s statement normally will not be requested for absences of three working days or less, the Town may request such a statement in situations where it determines that a physician’s statement is warranted.

5.4 Family and Medical Leave

The Town Administrator, at their discretion, may give a maximum of 30 days for a family or medical leave.

5.5 Jury Leave

All regular full-time and regular part-time employees shall be allowed to attend jury duty service in accordance with their legal obligations to do so.

Employees who are on jury duty will be paid their usual wages (as determined by a standard work week) for each of the first three business days of jury duty. The employee should provide a copy of their jury summons to his or her supervisor prior to the commencement of jury service. Should the court provide remuneration to the employee for jury service during any of the first three business days in which the employee will receive paid time off, an amount equal to the remuneration should be paid to the Town.

Time served on jury duty will not be considered vacation or any other type of leave. Employees must report to work immediately on dismissal of the jury, including any dismissals during the course of the duty, and should give their supervisor a copy of the record of jury service that the court provides.
Employees on jury duty must report to work on days or parts of days when they are not required to serve. If an employee does not return to work immediately after an approved leave for jury duty, Town will assume that the employee has voluntarily resigned his or her position with Town.

The period of time that an employee is on jury duty is not considered time worked for purposes of determining eligibility for, or the amount of, certain benefits, such as vacation time.

If a paid holiday falls during the period an employee is on jury duty, the employee will be eligible for holiday pay, provided the employee either works or attends jury duty the work day immediately before and immediately after the holiday.

1. When an employee receives a jury duty summons, he or she must inform his or her supervisor or manager and Human Resources as soon as possible of the date and time he or she is required to appear in court.

2. The Treasurer must be notified whenever an employee takes time off from work for jury duty by coding it on the timesheet.

No part time or temporary employee is eligible for this benefit.

5.6 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the US uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absences in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health benefits is available as required by USERRA based on the length of leave and subject to terms, conditions and limitations of the applicable plans for which the employee may otherwise be eligible.

For additional information regarding this policy, please contact the Town Administrator.
5.7 **Funeral Leave**

If an immediate family member dies, the employee will be excused from work for a period of three days for bereavement, and the Town will continue to pay the employee’s regular earnings. An employee should report bereavement time off as soon as possible to your supervisor.

The Town defines “immediate family” as the employee’s spouse, parent, child, sibling; the employee’s spouse’s part, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

5.8 **Voting Leave Policy**

The Town believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, the Town Administrator may grant a reasonable period of time, up to three hours, during the work day to vote. Time off for voting should be reported and coded appropriately on timesheets.

5.9 **Workers’ Compensation Insurance**

The Town provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Company nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Town.
5.10 **Witness Duty**

Any employee subpoenaed to appear in court as a witness shall be allowed to take time off from work without pay in order to appear. An employee who is required to appear in court must present the subpoena to his or her supervisor as soon as possible.

The period of time that an employee is on witness duty is not considered time worked for purposes of determining eligibility for, or the amount of, certain benefits, such as vacation time.

If a paid holiday falls during the period an employee is on witness duty, the employee will be eligible for holiday pay, provided the employee either works or attends court the workday immediately before and immediately after the holiday.

The Payroll Department must be notified whenever an employee takes time off from work for witness duty.
STATE OF COLORADO 

COUNTY OF LARIMER 

Affidavit of Publication

Robin Hause, being duly sworn, deposes and says that said is the legal clerk of the Fort Collins Coloradoan; that the same is a daily newspaper of general circulation and printed and published in the City of Fort Collins, in said county and state; that the notice or advertisement, of which the annexed is a true copy, has been published in said daily newspaper for

1 consecutive days;

that the notice was published in the regular and entire issue of every number of said newspaper during the period and time of publication of said notice, and in the newspaper proper and not in a supplement thereof; that the first publication of said notice was contained in the issue of said newspaper on

November 17, 2005, A.D.;

that the last publication thereof was contained in the issue of said newspaper on

November 17, 2005, A.D.;

that said Fort Collins Coloradoan has been published continuously and uninterruptedly during the period of at least six months next prior to the first publication of said notice or advertisement above referred to; that said newspaper has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879, or any amendments thereof; and that said newspaper is a daily newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Legal Clerk

Subscribed and sworn to before me, within the County of Larimer, State of Colorado, this

November 17, 2005, A.D.

My Commission expires 04/07/2009

Delivered to:

Town of Timnath
PO Box 37
Timnath, CO 80547
TOWN OF TIMNATH
ORDINANCE 9-2005
ORDINANCE APPROVING
PERSONNEL MANUAL, JOB
DESCRIPTIONS, AND
COMPENSATION
SCHEDULE
READ, ADOPTED, AND
ORDERED PUBLISHED
the 2nd day of Novem-
ber 2005
/s/ Donna Benson, May-
or
ATTEST
/s/Linda Thompson, As-
ing Town Clerk
Final ordinance may be
reviewed in its entirety
during regular business
hours at the Timnath
Town Hall, 4100 Main
Street, Timnath, Colorado
80547
92803246
Fort Collins Coloradoan
November 17, 2005
Town of Timnath
Job Description

Job Title: Town Clerk
Department: Administration
Reports to: Town Administrator
FLSA Status: Exempt

SUMMARY
Performs a variety of complex, technical and professional duties as required by Town Code and state law, and in support of the Town’s Mayor, Board Members, and Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains and exercise custody of Town ordinances, resolutions, and other official Town documents; prepares and, in accordance with State law, administers a schedule of Board actions enacting ordinances and resolutions.

Prepare meeting agendas and information packets, and record official minutes of Board meetings.

Independently responds to letters and general correspondence of a routine nature.

Attest to official documents: publish ordinances and legal notices with an appropriate newspaper per State statutes.

Manages Town administrative files and records, including formulation of procedures for systematic retention, protection, retrieval, transfer and disposal of records. Record ordinances and other legal documents in a timely manner with the County Clerk and Recorder.

Accept and process applications for various licenses and permits including those for business and liquor license.

Administer special municipal elections; prepare, distribute, count, and account for election ballots; ensure compliance with applicable codes, laws, and regulations. Coordinate participation with County Clerk in joint general elections.

Work with the Census Bureau, keep forms, maps, and notices updated.

Maintains keys to all Town offices and property, except police department.

Recommend and assist in the implementation of goals and objectives; implement policies and procedures.

Participate in the selection of clerical staff, provide or coordinate staff training.

Prepare reports on operations and activities as needed.

Coordinates all administrative services, including building maintenance and evaluation of office production, revision of procedures and development of new methods to improve efficiency of work flow.

Review clerical and other records to insure completeness, accuracy and timeliness.

Administer oath to public officials when necessary.

Perform other duties as required by the Town ordinances.

Assist in the preparation of ordinances and resolutions as directed.
Accept legal papers served on the Town.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with Town policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints, and resolving problems.

QUALIFICATIONS
Ability to read, analyze and interpret common technical and professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, members of the business community, and the media. Ability to write notices and articles for publications that conform to prescribed style and format. Ability to effectively present information to management, public groups, and various boards, commissions, and public officials. Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Position requires strong organizational ability and communication skills, flexibility, diplomacy, discretion, keyboarding, familiarity with Word, Excel and computer equipment. Must be able to work well under pressure. Some evening work required. Knowledge of Town of Timnath policies, procedures, laws and regulations.

EDUCATION and/or EXPERIENCE
Associates degree in business management or closely related field, and two years of related experience; or any equivalent combination of education and progressively responsible experience. Certification by the Colorado Municipal Clerks Association and by the International Institute of Municipal Clerks, or eligible for certification within one year.

PHYSICAL DEMANDS
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to work in the following conditions: work in fumes or airborne particles. The noise level is considered moderate for this position, i.e. business office with computers and printers, light traffic, etc.
Town of Timnath
Job Description

Job Title: Treasurer
Department: Administration
Reports to: Town Administrator
FLSA Status: Exempt

SUMMARY
Performs administrative and professional work in the areas of accounting, payroll, financial reporting, short and long term financial planning, benefits administration (including pension fund maintenance), and accounts payable and receivable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates preparation of annual operating and capital budgets and long term comprehensive financial plans. Reviews and analyzes accounting, financial, and economic data from other sources affecting the Town finances

Develops procedures for managing the Town’s accounting, payroll, and financial records system. Manages finance and accounting computer system.

Maintains general and subsidiary ledgers and journals. Invests Town funds and monitors Town financial activities.

Performs internal compliance and works with independent auditor in compliance with State requirements.

Administers and monitors accounting records for grants and loans. Provides data, prepares documents, and monitors bond issues.

Implements accounting methods to ensure compliance with Generally Accepted Accounting Principles.

Oversees insurance programs.

Prepares monthly financial reports.

Participate in the development of the budgets for the Town and TDA. Manage all of the spreadsheets to ensure accuracy in the budget line items. Assist in and/or develop annual salary survey.

Revenues Enter deposits into general ledger. Generate reports for tracking trends in revenue. Provide monthly invoices to developers.

Bank Statements Reconcile all checking, money market, and Trust Fund accounts on a monthly basis. Track all outstanding checks. Maintain monthly proof of cash between bank statements and the General Ledger. Ensure that all static monies are interest-bearing accounts. Transfer funds into checking account as needed.

Accounts Receivable Provide monthly invoices to developers. Process and record all bank deposits. Distribute all revenues to appropriate funds (ex: building permit revenues to Impact Fee Funds, Capital Improvement Fund, Contingency Fund, and Larimer County Finance)

Accounts payable Prepare checks. Perform necessary research pertaining to and subsequently pay invoices, or delegate to assistant as necessary. Code invoices or delegate to assistant as necessary.

Payroll Prepare bi-weekly payroll and all related reports and payments. Update and maintain employee payroll records. Coordinate health insurance benefits. Federal and state payroll reports and payments; monthly, quarterly,
and annually. IRS and state government contact regarding payroll tax matters. Ensure completed form W-4’S and form I-9’S are on file for each employee. Prepare and distribute annual form W-2’s.

QUALIFICATIONS
Thorough knowledge of the principles and methods of fiscal management and budgetary control and of fiscal accounting principles, practices and procedures. Considerable knowledge of municipal organization including applicable budgetary laws and regulations. Working knowledge of electronic data processing principles, practices and equipment. Demonstrated skill in preparing written and oral reports. Ability to analyze a variety of fiscal problems and make recommendations. Ability to plan, organize, supervise and evaluate the work of others. Ability to establish and maintain effective working relationships with the employees, Town officials, and the public.

EDUCATION and/or EXPERIENCE
Associates Degree in Accounting or closely related field; and four to six years of increasingly responsible professional experience in financial operations, preferably in a local government setting.

PHYSICAL DEMANDS
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to work in the following conditions: work in fumes or airborne particles. The noise level is considered moderate for this position, i.e. business office with computers and printers, light traffic, etc.
Town of Timnath
Job Description

Job Title: Deputy Clerk/Permits Coordinator
Department: Administration
Reports to: Town Administrator
FLSA Status: Non-Exempt

SUMMARY
Performs administrative and professional work in the area of support to the Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Enter Building Permits into Permit System. Coordinate plans, permits, inspections with Town Engineer, Planner and Building Permit Review Contractor.

Collect Fees from Contractors for permits. Submit all receipts to Town Treasurer for review and deposit.

Type memos, reports, correspondence, and other documents.

Provide support for Town Clerk.

Assist Town Clerk with processing general business and contractor licenses.

Assist Town Clerk in providing a wide range of information to Town Board, staff, other governmental agencies, citizens, and news media concerning Town Board resolutions and ordinances.

Attend Planning Commission meetings and accurately record minutes of the Planning Commission Meeting.

Coordinate the development and distribution of the Planning Commission Packet.

Attend Board and other meetings as directed by Town Administrator.

Assist in resolving citizen complaints and respond to public requests for service and information.

Assist Town Clerk in the planning and conducting of Town elections, including voter registration and absentee voting activities and maintenance of records.

Assist with work involved in records management program for current and archival municipal documents.

Assist the Town Treasurer in the processing of A/P and A/R billing.

Cross-training and cover other positions as needed.

QUALIFICATIONS
Knowledge of office management and administrative procedures, policies, and practices. Knowledge of the principles and practices of records and archival management systems. Knowledge of Town operations and functions. Knowledge of general bookkeeping practices and procedures. Knowledge of and skill in operations of a variety of computer software programs, including word processing (Microsoft Word) and spreadsheets (Microsoft Excel). Ability to maintain working relationships with Mayor and City Board, other department personnel, outside agencies, and the general public. Ability to operate basic office equipment (fax, printer, copier, etc.). Ability to communicate effectively orally and in writing. Ability to understand, follow, and transmit instructions. Ability to draft and analyze complex written instructions, policies and procedures.
Ability to track receipts. Knowledge of mathematics for collection of monies.

EDUCATION and/or EXPERIENCE
High school graduate; five years progressively responsible experience in administrative work, with two of those in a municipal setting. Notary.

PHYSICAL DEMANDS
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to work in the following conditions: work in fumes or airborne particles. The noise level is considered moderate for this position, i.e. business office with computers and printers, light traffic, etc.
TOWN OF TIMNATH
ASSISTANT TO THE TOWN MANAGER
JOB DESCRIPTION

FLSA Status: Exempt

POSITION SUMMARY AND DEFINITION

Performs responsible professional administrative duties for special projects or assignments in the Town Manager’s Office. Represents the Town through public information, project management, public liaison, and legislative activities. Ensures positive public interactions on a variety of issues.

REPORTING RELATIONSHIPS

Supervision Received:
General direction is provided by Town Manager.

Supervision Exercised:
May provide direct supervision to administrative staff within the Town Manager’s Office.

ESSENTIAL DUTIES

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

- Represent the Town Manager’s office to organizations, including the Chamber of Commerce, the Economic Development Association, Colorado Municipal League, and other associations and organizations, working in partnership with the Town on various issues.

- Provide staff assistance to groups working with the Town. Administers a budget. Plan special events and trips. Prepare meeting documents for and agendas. Attend Council meetings.

- Coordinate and provide project management oversight for organizational programs/projects, as assigned. Typical programs/projects would include such things as performance measurement systems, customer service delivery programs, performance audits, customer satisfaction surveys, etc.

- Participate in community problem solving efforts by designing meeting strategies, facilitating meetings, and working collaboratively with Town staff, neighborhood groups, individual citizens, and service agencies to bring together the resources necessary to respond to neighborhood concerns, and providing facilitation for community and organizational meetings.

- Provide the Town Manager and elected officials with information related to Town issues, critical incidents, and significant events, which may require confidential research.
• Respond to inquiries and complaints from citizens and directs inquiries to appropriate Town resources.

• Administer the Town’s automated customer request tracking system; provide training for staff on use of the system; follow up with various staff on late responses; provide reports on system use to Manager; periodically evaluate system for functionality and make recommendations for changes when appropriate.

• Provide support for Council. Respond to requests for information; attend meetings in place of Council members, when requested. Monitor the Town Council’s work plan and coordinate quarterly progress reports.

PUBLIC INFORMATION

• Serve as Public Information Officer for the organization. Coach Town Manager and Department Directors regarding media relations. Coordinate public information related to critical incidents, public emergencies, employee issues, or other sensitive events.

• Act as liaison to the news media and spokesperson for the Town on specific issues. Respond to information requests and prepare accurate and timely information for release to news media to promote the Town, special events, programs, elections, and community projects.

• Develop and implement an organizational communication plan identifying target audiences and strategies for disseminating information in a coordinated manner. Assist staff with developing individual communication plans by tailoring the Town-wide plan to specific services and markets.

• Coordinate news releases and other public information with various Town departments. Take photographs, prepare and/or edit pamphlets, articles, guest editorials, brochures, newsletters, and other informational material for release to various news media or for distribution to employees or citizens.

• Manage publication of the Town newsletter and Town home pages.

• Manage and select content for the Town’s web site. Develop, implement, and monitor web site administrative policies.

LEGISLATION

• Coordinate the Town’s legislative tracking process including arranging meetings between local legislatures and Town Council. Attend legislative caucus meetings. Track proposed legislation of interest to the Town; ensure that appropriate subject matter expert input is solicited, received, and incorporated into Town response. Update Council on a weekly basis while the legislature is in session and communicate the Town’s position on specific legislation to local legislatures verbally or in writing.

ADDITIONAL DUTIES

• Manage contract for law enforcement with the Larimer County Sheriff’s office.
• Assess customer satisfaction with Town services and directs Town toward any needed changes or Continuous Improvement efforts.

• Assist in the development and implementation of goals, objectives, policies and procedures.

• Promote and coordinate special Town sponsored events and special projects.

• Perform other duties as assigned and required.

CONTACTS
• Citizens: Acts as a resource to the general public providing detailed and technical information on area of expertise.
• Elected Officials: Act as a resource/liaison for elected officials, providing support and information.
• Media and Political Groups: Contacts require the explanation and interpretation of departmental procedure, policy, and position to news organizations, in organizational publications, and for general release in written and verbal form. Includes responding to specific questions and comments where response is interpreted as representative of the organization’s position.

KNOWLEDGE, SKILLS AND ABILITIES
Education and Experience:
Any combination of education and experience equivalent to a Bachelor’s degree from an accredited college or university with major course work in public administration, human resources, business administration or a related field and three years of increasingly responsible experience in Town or public administration. A Masters Degree is preferable and may substitute for a portion of the experience criteria.

Special Qualifications:
Possession of a valid Colorado driver’s license.

Knowledge of:
• Federal, state and local government operations, rules and regulations.
• Principles, techniques and practices of public administration.
• Research techniques, methods, and practices.
• Correct English usage, spelling, grammar, and punctuation.
• Legislative processes and procedures.
• Media and public relations.
• Computer skills including word processing, spreadsheet, publishing and database programs.
• Governmental accounting and finance practices as applied to budget preparation and administration.

Ability to:
• Communicate clearly and concisely, orally and in writing; and make effective public presentations to large and small groups.
• Organize information to prepare useful and accurate reports.
• Independently plan, organize, and successfully implement programs, conduct effective meetings, and identify opportunities to promote a positive image of the Town.
• Project manage a variety of activities, events, or projects independently or through others.
• Select, supervise, train, and evaluate subordinates.

EQUIPMENT USED
Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator and fax.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed in a standard office environment. Occasional light lifting and carrying of up to 15 pounds. The work requires reading, editing, and writing; includes frequent verbal communication and cooperation with others, performing multiple concurrent tasks, organization, and performing detailed work. Work requires the ability to perform under time constraints and deal with frequent interruptions. Work requires a non-traditional work schedule including frequent evenings and weekends.

The Town of Timnath provides employment opportunities in compliance with all pertinent federal, state, and local laws.
### Proposed 2006 Pay Ranges
**Town of Timnath**

<table>
<thead>
<tr>
<th>Position</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Treasurer</td>
<td>$42,835.00</td>
<td>$54,401.00</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>$38,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Deputy Town Clerk</td>
<td>$26,321.00</td>
<td>$34,184.00</td>
</tr>
</tbody>
</table>