

JOB DESCRIPTION

HOWELLTOWN CLERK

General Purpose: Performs town clerk duties defined by the Utah Code. Duties include town council administration, election officer, records and document management, various financial duties including budget preparation and accounting system maintenance. The position of town clerk is part-time.

Essential Functions:

- Prepare and notice all town council meeting agendas and public hearing notices, prepare and distribute the town council packets, attend all town council meetings and prepare town council meeting minutes.
- Serve as the town election officer. Responsible for candidate filing; candidate orientation; financial disclosure; public noticing and canvassing of election results. Post Conflict of Interest form on the town's website.
- Manage ordinance approval process, including publication and timely codification of town ordinances.
- Certified government records officer manages the proper classification, filing, retrieval, storage, destruction and archiving of all town records as required by law.
- Receive and coordinate fulfillment of records requests in compliance with the Utah Government Records Access and Management Act (GRAMA).
- At the direction of the mayor, function as the budget officer on behalf of the town with respect to preparation of the annual budget. Assume responsibility to meet all ongoing financial reporting requirements of the State Auditor.
- Manage and perform general accounting functions.
- Submit all town quarterly financial information and annual payroll reports as required by state law to the state transparency website.
- Submit annual W-2s and 1099 forms to the federal government.

Additional Functions:

- Work with the mayor on grant applications.
- Approve final applications for major and minor subdivisions.
- Prepare and notice all Howell Town Planning Commission meeting agendas and public hearing notices, prepare and email planning commission packets, attend all planning commission meetings and prepare planning commission minutes.
- Prepare requests for payments for the Howell/Blue Creek Dam Project. Prepare and submit annual and semi-annual project reports.
- Prepare billing statements for water and garbage services.
- Maintain Cemetery Records
- Editor of the Howell Town Newsletter.
- Scheduler for the Community Center

Minimum Qualifications: Experience with financial accounting. Proficiency in Microsoft Office Suite programs: Word, Excel, etc. Excellent verbal and written communication skills. Ability to work independently and in concert with staff colleagues, community members, and elected officials. Must live in Howell. Applicants must be bondable.

Wage: \$16.00 Hourly

The position of Howell Town Clerk will be made by appointment of the Howell Town Mayor with the consent of the Town Council. Inquiries: Call Mayor Hawkes at 435-279-4369 and resumes should be sent to Mayor Brad Hawkes' email: jeaninnehawkes@gmail.com or mail to P. O, Box 1728, Howell, UT 84316, on or before 04/07/25.