



MEMO TO: Mayor Vandernail and the Board of Trustees
FROM: Ed Cannon, Town Manager
DATE: May 4, 2022
SUBJECT: Deputy Clerk Position

MATTER BEFORE BOARD:

Approval to increase staffing to create the Deputy Clerk position

BACKGROUND:

The Fraser Town Clerk has many duties and responsibilities spelled out in state statutes, municipal code, and as appointed by the Board of Trustees and the Town Manager. The list of duties includes agenda preparation, recording meeting minutes, records management, business licenses, liquor licenses, marijuana licenses, Short Term Rental (STR) licensing and administration, municipal elections, and CORA requests, as well as a host of other daily duties that the Clerk performs with no other staff available to perform them. Because of these many responsibilities, the Clerk must prioritize work efforts, and many of the duties assigned cannot receive full effort or attention. As such, records management and STR administration are two primary areas that need the most attention.

At the close of 2021, Finance Department General Accountant Becky Allison was appointed as Deputy Clerk as an additional duty. However, her responsibilities only included posting meeting notices, taking meeting minutes, and attesting resolutions and ordinances during Town Clerk absences.

DEPUTY CLERK DUTIES AND RESPONSIBILITIES:

A full description of the duties and responsibilities are listed in the job description attached to this report. However, the position will focus primarily on the following duties:

- Records retention, management, and disposition
- STR licensing and administration
- CORA requests
- Town Safety Committee management
- CIRSA risk-management coordination
- Customer service
- Assume ALL Clerk duties during Town Clerk absences

The proposed salary range for this position is Grade 400, \$53,976 - \$78,245.

CONSIDERATIONS:

Financial:

The position can be funded in 2022 without the need for a budget amendment. Fraser currently has 6 vacancies across our organization, and the salary saving through the first four months of 2022 amounts to approximately \$87,760. The Deputy Clerk would likely start in July, which would generate a salary cost of approximately \$33,000 for the remainder of 2022.

Office space:

Staff is evaluating options for reorganizing workspace within Town Hall to create desk space for the position and create greater efficiency in Finance and Administration departments.

RECOMMENDATION:

Approve increasing staffing levels to create the Deputy Clerk position.

Attachment:

Deputy Clerk Job Description