



City Clerk

CITY OF LOUISVILLE, COLORADO



City Clerk

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COMPENSATION

The expected hiring range is **\$116,396–\$136,760**, depending on qualifications, with a competitive benefits package. The [City of Louisville Employee Benefits Guide](#) is available at LouisvilleCO.gov/HR.

EDUCATION & EXPERIENCE

Completion of a bachelor's degree in public administration or closely related field from an accredited college or university, plus a minimum two (2) years of experience in office management at a supervisory level, and at least three (3) years of experience in municipal government. Any equivalent combination of acceptable training, education, and experience as deemed appropriate by the City of Louisville will be considered. Certified Municipal Clerk (CMC) designation strongly preferred.

QUESTIONS

Please direct any questions regarding the position or the recruitment process to Human Resources Manager Paula Knappek at PaulaK@LouisvilleCO.gov.



About the Position

The City of Louisville is seeking a knowledgeable, enthusiastic, and experienced **City Clerk**. The City Clerk serves as the face of the City of Louisville for our most engaged residents, often being the first point of contact for those interested in volunteering on boards and commissions or running for City Council.

The City Clerk serves as the custodian of official City records, Designated Election Official, Clerk to the City Council and oversees the municipal court, Colorado Open Records Act requests, special events permits, liquor licensing, and more. The City Clerk is a key member of Louisville's leadership team and works collaboratively with all departments in the organization to implement strategies that align with overall City goals, provides high quality service to the community, organization, and City Council, and creates a welcoming and inclusive environment for all.

The City Clerk exercises considerable independent judgment, working within the guidelines of the City's Home Rule Charter, the Louisville Municipal Code, Colorado State Statutes, and established policies of the City of Louisville. The work requires leadership skills, initiative, tact and discretion.

HOW TO APPLY

To review the full job description, or to apply for the City Clerk position, please visit LouisvilleCO.gov/Jobs.



About Our Community

Established in 1878, Louisville's history is rooted in mining and agriculture. Over the years, the city has grown into a vibrant, thriving, and innovative community with a high standard of living. Nestled along Colorado's Front Range, Louisville is located in Boulder County, just nine miles east of Boulder and about 22 miles northwest of Denver.

Nearly 70% of Louisville residents possess a college degree, and the community is continuously ranked amongst the best places in the country to live and raise a family. With approximately 1,900 acres of open space, 28 parks, and more than 32 miles of interconnecting trails for biking and hiking, Louisville residents enjoy a myriad of opportunities to enjoy the natural beauty of Northern Colorado.

In addition to abundant recreational opportunities, Louisville residents also have convenient access to arts and cultural amenities, excellent dining and shopping destinations, and the state's third-highest ranked school district. In the City's 2024 Community Survey, 93% of survey respondents rated Louisville as a place to live as excellent or good, and 92% rated Louisville's overall quality of life as excellent or good.

Louisville's authentic Main Street contributes to the city's small-town feel and hosts outdoor dining, craft breweries, galleries, boutiques, a state-of-the-art library, and more. World-class medical care includes the Avista Adventist Hospital in Louisville, the Boulder Medical Center, and several hospitals in Denver, including Children's Hospital Colorado and the Anschutz Medical Campus. A robust transit system, the Regional Transportation District (RTD), connects the city to the region.

The city's proximity to the University of Colorado and the Colorado School of Mines, as well as several national laboratories including NOAA, NIST, and NCAR, has helped foster a robust high-tech business and manufacturing presence in Louisville's Colorado Tech Center, a master-planned business park.

As *Money* magazine noted, "Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat."



POPULATION

20,390

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MEDIAN AGE

41.7

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MEDIAN HOME VALUE

\$822,284

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MEDIAN HOUSEHOLD INCOME

\$149,159

City Clerk Responsibilities

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- ▶ Lead and supervise staff within the City Clerk's Office, including records & municipal court teams.
- ▶ Attend City Council meetings, prepare minutes of City Council meetings, and prepare the Action Summary following City Council meetings.
- ▶ Conduct City elections following federal, state, and local election laws, including coordinating City elections with Boulder County when required.
- ▶ Prepare Council calendars and agendas; coordinate and supervise the preparation and distribution of the agenda and materials for City Council meetings; prepare final drafts of all City ordinances and resolutions.
- ▶ Track public comments received by the City pertaining to quasi-judicial matters and provide these comments to City Council as part of the materials provided to Councilmembers in advance of the City Council public hearing.
- ▶ Prepare and publish legal notices, including notices of public hearings, and ensure records are kept and recorded as required by law.
- ▶ Announce the recruitment of candidates for Boards and Commission vacancies, collect applications for Board and Commission appointments by the City Council, and track attendance and terms of office of Board and Commission members.
- ▶ Assist City Council in the annual evaluation of and contracts with the City Attorney, Municipal Judge, and Prosecuting Attorney.
- ▶ Supervise Licensing, Special Event Permits, and Live Music Permits.
- ▶ Serve as Custodian of Records and respond to Public Records requests.
- ▶ Oversee codification of ordinances and preservation of City records.
- ▶ Administer oaths, certify legal documents, maintain custody of the City Seal, and notarize documents.
- ▶ Oversee the City's Records Management process, including review and approval of records destruction requests, in accordance with the City's retention schedules.
- ▶ Monitor legislative enactments pertaining to Court rules, elections, and licensing and implement any changes required in response.
- ▶ Respond to public inquiries pertaining to the municipal court, general and special elections, and marijuana and liquor licensing, and other areas of the City's administrative service under the supervision of the Clerk.
- ▶ Establish, update, and revise clerical procedures for the Municipal Court, Central Records, and City Clerk functions.
- ▶ Develop, present, and administer the City Clerk and Court budgets.
- ▶ Attest and countersign all contracts, bonds, and other legal documents approved by the City Council.





About the Organization

The City of Louisville is a home rule municipality operating under the council-manager form of government. The seven-member city council consists of the mayor, elected at large, and six councilmembers elected from three wards, all of whom are elected on a nonpartisan basis. The mayor and councilmembers serve four year terms and are limited to two consecutive terms. Ward representative elections are staggered, with elections happening in odd-numbered years.

The city council sets policy, enacts ordinances, adopts the biennial budget, and hires the city manager, who oversees day-to-day operations, as well as the city attorney, municipal judge, and prosecuting attorney.

VISION

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

MISSION

Our commitment is to protect, preserve, and enhance the quality of life in our community.

VALUES

- Innovation
- Collaboration
- Accountability
- Respect
- Excellence

The City’s structure and operations have been designed to ensure an open and responsive government that integrates a highly dedicated staff, thoughtful elected officials, an involved citizenry, diverse businesses, and regional cooperation to provide high-quality and cost-effective services.

Louisville provides a wide range of services to residents and businesses, including water and sewer; police protection; planning, zoning, and building safety; street and road maintenance; parks, open space, and recreation; a library; a historical museum; and a golf course.



**ANNUAL
BUDGET**

\$29.6M GENERAL
\$87.6M TOTAL



**CITY
STAFF**

217 FULL-TIME
348 PART-TIME & SEASONAL