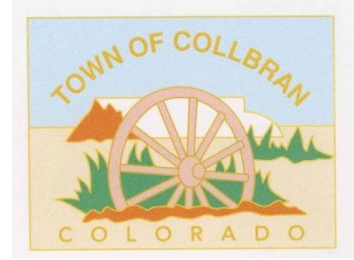


Job Description: Administrative Assistant

Location: Collbran, Colorado

Job Type: Full-Time

Reports To: Deputy Town Clerk / Town Clerk



Position Summary:

The Town of Collbran is seeking a friendly, organized, and detail-oriented Administrative Assistant to support daily municipal operations. This position serves as the first point of contact for residents and visitors, providing receptionist services and general administrative support to town staff. The ideal candidate will be professional, courteous, and capable of managing multiple tasks in a small-town government setting.

Essential Duties and Responsibilities:

Receptionist Duties:

- Greet and assist visitors at Town Hall.
- Answer and direct phone calls and emails to appropriate departments.
- Provide general information to the public regarding town services, meetings, and procedures.

Administrative Support:

- Assist with scheduling, filing, data entry, and document preparation.
- Support the Town Clerk and other staff with clerical tasks including copying, scanning, and mailing.
- Maintain office supplies and coordinate purchases as needed.

Records & Documentation:

- Help organize and maintain town records and files.
- Assist with the preparation of meeting agendas and packets.

Customer Service:

- Respond to resident inquiries and requests in a timely and professional manner.
- Process forms, applications, and payments for permits, licenses, and utility bills.

Meeting & Event Coordination:

- Assist with logistics for public meetings and community events.
- Prepare meeting spaces and ensure materials are available.

Qualifications:

- High school diploma or equivalent (Associate degree preferred).
- Prior experience in office administration, customer service, or municipal government.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to manage multiple tasks and maintain confidentiality.
- Familiarity with small-town government operations is a plus.

- Must be able to pass a background check prior to employment. Felonies or serious misdemeanor convictions are disqualifying.
- Must be able to pass a drug test prior to employment to include marijuana. This position is subject to random and regular drug screening.

Working Conditions:

- Office-based role with regular public interaction.
- May require occasional evening hours for meetings or events.
- Ability to lift and carry office supplies or files up to 25 lbs.

Compensation & Benefits:

Wage Range: \$18 to \$22 per hour, depending on qualifications.

Benefits: Health insurance, retirement plan, paid holidays, vacation and sick leave, training opportunities.

How to Apply:

Submit a resume, cover letter, and references to:

By Mail:

Town of Collbran
PO BOX 387
Collbran, CO 81624

By E-mail

townmanager@townofcollbran.us

Subject: Administrative Assistant Application

Application Deadline: Open until the position is filled