

RESOLUTION 011-2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CRESTONE, COLORADO, ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF FRONT DESK/OFFICE ASSISTANT

WHEREAS, the Board of Trustees recognizes the need to clearly define the duties, responsibilities, and qualifications for the position of Front Desk/Office Assistant; and

WHEREAS, the Town Clerk has drafted a job description outlining the position's responsibilities, required knowledge and skills, and minimum qualifications; and

WHEREAS, the Board of Trustees finds it to be in the best interest of the Town to adopt the job description to ensure proper recruitment, hiring, and performance evaluation of the position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Crestone, Colorado, as follows:

1. The job description for the position of Front Desk/Office Assistant, as attached hereto and incorporated herein by reference, is hereby adopted.
2. The Town Administrator and Town Clerk are authorized to implement the job description and take any administrative actions necessary for hiring and managing the position.
3. This resolution shall be effective immediately upon adoption.

Adopted this 22 day of September, 2025, by the Board of Trustees of the Town of Crestone, Colorado.

Exhibit A: Job Description

Job Title: Front Desk/Office Assistant

Location: Town of Crestone, CO

Supervised by: Town Clerk

Position Summary:

The Town of Crestone is seeking a friendly, organized, and reliable Front Desk/Office Assistant to provide excellent customer service and administrative support. This position will serve as the first point of contact for visitors and phone inquiries, assist with office operations, maintain records, and support staff with daily administrative tasks. The ideal candidate will have strong communication skills, attention to detail, and a professional, approachable demeanor.

Essential Duties and Responsibilities:

- Greet and assist visitors, residents, and contractors in person and by phone.
- Maintain and organize office records, files, and databases.
- Assist with scheduling appointments, meetings, and town events.
- Support staff with clerical tasks including data entry, correspondence, and document preparation.
- Process payments, applications, and forms as directed.
- Perform other duties as assigned to support efficient office operations.

Required Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to interact professionally with diverse individuals and groups.
- Proficiency with Microsoft Office or similar software.
- Ability to handle multiple tasks and prioritize effectively.
- Professionalism, discretion, and ability to maintain confidentiality.

Required Education, Training, and Experience:

- High school diploma or GED required; additional office or administrative training preferred.
- Previous experience in an administrative, customer service, or office environment preferred.
- Any equivalent combination of education and experience demonstrating the knowledge, skills, and abilities to perform the duties effectively.

Application Instructions:

Applications are available at Town Hall during normal business hours or online at www.townofcrestone.gov.

X *Arielle Blackwell* X

Arielle Blackwell
Town Clerk

Benjamin Byer

Benjamin Byer
Mayor