

BOULDER TOWN, UTAH PUBLIC NOTICE

Governing Body: TOWN COUNCIL

Notice Type: Information

JOB ANNOUNCEMENTS

Boulder Town is seeking qualified applicants for several essential, part-time positions. Applicants may apply for multiple roles, as some duties can be combined. Compensation will be based on the town's established pay scale, commensurate with the successful candidate's experience.

We require self-motivated individuals with excellent verbal and written communication skills who can collaborate effectively with colleagues, community members, and elected/appointed officials. Proficiency with Google Workspace and Microsoft Office applications is highly valued.

Town Clerk/Records Manager (approximately 80-100 hours per month)

This essential role manages town council operations and all outgoing financial activities. Responsibilities include: managing town council affairs (acting as Election Officer and overseeing contracts); handling all financial disbursements, processing invoices, and executing payroll; maintaining and managing accurate records, including GRAMA compliance; assisting with budget preparation and overseeing annual audits; and providing administrative support, such as coordinating meetings, preparing agendas/minutes, and managing the town website and emails.

Deputy Clerk/Recording Secretary for Advisory Boards and Board of Adjustments (approximately 20 - 40 hours per month)

This position provides vital support to the Board of Adjustments and various Advisory Boards (Planning Commission and Tree City Committee). The role involves coordinating meetings, providing administrative support, and ensuring all deadlines are met. All records must be maintained in strict accordance with policies and best practices established by the Records Manager and Chief Administrative Officer.

Treasurer (approximately 20 hours per month)

The Treasurer manages the town's financial affairs with a focus on all incoming revenue. Key duties include accurately and timely recording all receipts and deposits;

maintaining precise financial records and preparing comprehensive financial reports; and ensuring strict compliance with all local regulations governing revenue and record-keeping.

Landfill Assistant (as needed)

This position involves overseeing the landfill's weekly operations, ensuring full compliance with relevant regulations, and providing excellent customer service to residents. The role primarily serves as a substitute when the regular landfill employee is absent.

How to Apply

Interested individuals should submit a letter of interest/intent, a resume, and three professional references in writing.

Submissions can be sent via email to info@boulder.utah.gov, dropped off in the Town Office dropbox (located below the bulletin board to the right of the Community Center front door), or mailed to PO Box 1329, Boulder, Utah 84716.

The Mayor will manage all future communication, including scheduling interviews with the hiring committee. All positions will remain open until filled. However, application materials must be received **by Friday, January 30, 2026**, to be considered for the first round of interviews.

To learn more, please call 435-335-7300 or email info@boulder.utah.gov or mayor@boulder.utah.gov.

NOTICE

CERTIFICATE OF POSTING

This Agenda and Notice was publicly posted on the following locations:

- The Utah Public Notice website (<http://pmn.utah.gov>)
- Boulder Town's website (<http://www.boulder.utah.gov>)
- Boulder Town's Bulletin Board

Date Published: **January 16, 2026**

/s/ Elizabeth Julian, Town Clerk