

BOULDER TOWN, UTAH PUBLIC NOTICE

Governing Body: TOWN COUNCIL

Notice Type: Information

JOB ANNOUNCEMENT

Boulder Town is currently hiring for an essential, part-time position. Compensation is based on the town's established pay scale and will be discussed based on the successful candidate's experience.

We are looking for self-motivated individuals with strong verbal and written communication skills who work well with colleagues, community members, and town officials. Proficiency with Google Workspace and Microsoft Office is highly valued.

Deputy Clerk/Recording Secretary (Approximately 20–40 hours per month)

This position provides key administrative support to the Town Council, Planning Commission, and Board of Adjustment. You will help coordinate meetings, manage essential tasks, and ensure all records are maintained according to town policies and best practices.

How to Apply

Please submit a letter of interest, your resume, and three professional references.

- **Email:** info@boulder.utah.gov
- **Drop off:** Place in the Town Office dropbox (located below the bulletin board to the right of the Community Center front door).
- **Mail:** PO Box 1329, Boulder, Utah 84716

The Mayor will handle all follow-up communication, including scheduling interviews with the hiring committee. While these positions remain open until filled, **please submit your application by Friday, July 24, 2026, to be considered for the first round of interviews.**

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: **July 10, 2026**

/s/ Elizabeth Julian, Town Clerk