

POSITION: CITY CLERK

SUPERVISOR: CITY MANAGER

SUMMARY OF POSITION:

This position performs clerical functions for the Mayor and City Council, maintains all City documents in accordance with the Georgia Retention Schedule for Local Government Records, responds to all records requests under the Georgia Open Records Act, attests the Mayor's signature on legal documents, serves as the City's archivist and custodian of the City Seal, Charter and Code of Ordinances. In addition, the Clerk will assist the City Manager with revenue collection, budget preparation, accounts payable/receivable, procurement, office management and serving as a co-signer to City checks.

Additional duties will include supervising subordinate staff, ensuring quality customer service, attending all City Council meetings as well as preparation of the agenda, agenda packets and public notices for those and other public meetings.

Primary clerical responsibilities and functions related to finance will be performed independently under the supervision of the City Manager.

ESSENTIAL RESPONSIBILITIES, KNOWLEDGE AND SKILLS:

- Manages the City's documents, archives, resolutions and ordinances in accordance with state law
Prepares for and manages the functions of all City Council meetings.
- Prepares agendas and coordinates the assembly and dissemination of agenda packets for all Council meetings.
- Attends all regular and special called meetings of the Mayor and Council and records actions in accordance with state law and parliamentary procedures.
- Prepare and post notices of public meetings and hearings and notifies news media of scheduled meetings.
- Prepares a summary of motions for regular and special called meetings of the Mayor and Council within two business days after the held meeting.
- Assists the City Attorney in the research and drafting of resolutions and ordinances.
- Coordinates with Municode, City Attorney and City Manager to keep Code of Ordinances and archived meeting minutes and agendas updated.
- Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.
- Maintain thorough knowledge of Open Records/ Meeting Act, Local Government Record Retention Schedule and other applicable laws.
- Assist in the preparation of the annual operating budget.
- Assist in the preparation and filing of City Financial documents and reports with State and Federal Agencies
- Oversees City's accounts receivable and payable functions, bank reconciliations, and troubleshoots processing errors.
- Ability to plan, assign, supervise and review the work of subordinate staff.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with employees, supervisors, elected officials and the general public.
- Maintain considerable skill in operating computer systems, business applications, applicable software and recording devices.
- Maintain considerable skill in oral and written communication as well as interpersonal relationships.

- Knowledge of standard policies, procedures, programs and services in municipal or local government.
- Ability to manage multiple items at the same time, prioritize tasks, and meet recurring and period time constraints.
- Ability to produce regular reports (both oral and written) on work activities.
- Ability to manage stressful situations.
- Ability to research and analyze detailed information, records and statistical information.
- Perform other related work as required by the City Manager.

EDUCATION/ CERTIFICATION AND OTHER REQUIREMENTS:

- Associate degree in business, public administration or a related field from an accredited university, or equivalent combination of education, training and experience is acceptable.
- Must have at least three (3) years of progressively responsible experience in municipal government administration, including skill as a supervisor (any equivalent combination of education and experience is acceptable).
- Must have a Municipal Clerk certification or can obtain such certification within one year.
- Must attend seminars and other workshops related to clerk duties and responsibilities.
- Must have a valid Georgia Driver's License.
- Must be bondable and able to pass a drug test and thorough background check.

PREFERED EDUCATION/ SKILLS:

- Knowledge of government finance, human resources, risk management and purchasing practices in local government.
- Knowledge of State of Georgia sunshine law and records retention requirements.
- Ability to supervise and train an office staff with diverse responsibilities, including finance, utility billing, payroll, personnel benefits and custodial services.
- Ability to work with City department heads and personnel.
- Skill at customer service to City citizens and judiciously applying City requirements to the individual needs of citizens.
- Ability to work effectively with the collective Mayor and Council and individual members of the Council.

PHYSICAL DEMANDS:

- The work is typically performed in an office with the employee sitting at a desk.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY RANGE

Dependent upon qualifications.