

CITY OF CLAY, ALABAMA

JOB DESCRIPTION

City Administrator/Treasurer

POSITION SUMMARY

The City Administrator/Treasurer serves as the chief administrative and financial officer for the City of Clay, Alabama, a municipality with approximately 10,500 residents. This position provides professional administrative guidance and financial oversight to the elected Mayor and City Council, while performing the statutory duties of the municipal treasurer as prescribed by Alabama state law. **The position is appointed by and serves at the pleasure of the City Council.**

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Financial Management and Treasurer Duties

- Serves as custodian of all municipal funds and maintains accurate records of receipts and disbursements in accordance with Alabama Code Title 11, Chapter 43A, Section 11-43A-95
- Keeps accurate records of the funds of the several departments and maintains books accurately reflecting the financial condition of the municipality
- Prepares and presents the annual municipal budget for consideration by the Mayor and City Council, ensuring compliance with Alabama municipal finance requirements
- Monitors budget implementation and provides regular financial reports to the Mayor and Council, including revenue projections, expenditure tracking, and variance analysis
- Ensures all expenditures are properly authorized in accordance with Alabama Code Section 11-43-120, and that no warrant is drawn except by authority of law or ordinance
- Maintains compliance with all bonding requirements as established by the City Council, and ensures the safe custody of municipal funds
- Coordinates annual financial audits and implements recommendations from auditors and state examiners
- Manages accounts payable and receivable, payroll processing, and cash flow management
- Oversees municipal investments and banking relationships in accordance with state law and city policy
- Prepares financial documents for bond issues, grants, and other funding mechanisms

Administrative Leadership and Policy Support

- Provides professional administrative guidance and recommendations to the Mayor and City Council on municipal operations, policies, and strategic planning
- Assists in the development and implementation of city policies, procedures, and ordinances
- ***Supervises administrative staff and coordinates the work of municipal departments to ensure efficient daily operations***
- Prepares agenda materials, staff reports, and supporting documentation for City Council meetings
- Maintains official municipal records in compliance with Alabama Open Records laws and retention requirements

- Serves as liaison with state and federal agencies, the Alabama League of Municipalities, and other governmental entities
- Coordinates municipal responses to state and federal reporting requirements
- Oversees purchasing and procurement activities, ensuring compliance with Alabama competitive bid laws
- Manages contracts and agreements on behalf of the municipality
- Responds to citizen inquiries and concerns, providing information and facilitating problem resolution

Grant Administration and Economic Development Support

- Identifies, applies for, and administers state and federal grant programs
- Ensures compliance with all grant requirements, including financial reporting and documentation
- Supports economic development initiatives and provides financial analysis for development projects

Human Resources and Benefits Administration

- **Under supervision of the Mayor,** oversees human resources functions including hiring, annual performance evaluation, and employee relations
- Administers employee benefits programs and ensures compliance with applicable employment laws
- Coordinates with the Alabama Retirement Systems and other benefit providers
- NOTE: City of Clay is not currently affiliated with RSA.

Additional Duties

- Attends City Council meetings and provides staff support
- Stays current with changes in Alabama municipal law, accounting standards, and best practices through continuing education and professional development
- Performs other duties as assigned by the Mayor or City Council

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, or a closely related field required
- Master's degree in Public Administration, Business Administration, or related field preferred

Experience

- Minimum five years of progressively responsible experience in municipal government administration, public finance, accounting, or a closely related field
- Experience with Alabama municipal government operations and finance strongly preferred
- Experience in a supervisory or management capacity preferred

Certifications and Licenses

- Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation preferred
- International City/County Management Association (ICMA) Credentialed Manager designation or willingness to pursue preferred
- Valid Alabama driver's license or ability to obtain within 30 days of hire

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Comprehensive knowledge of Alabama municipal law, particularly Title 11 of the Alabama Code relating to municipal operations, finance, and governance
- Thorough understanding of governmental accounting principles and practices, including Governmental Accounting Standards Board (GASB) standards
- Knowledge of public budgeting, financial planning, and fiscal management principles
- Understanding of municipal operations, including public works, public safety, and community development
- Knowledge of grant administration and compliance requirements for federal and state programs
- Familiarity with Alabama Open Meetings Act, Open Records Act, and Ethics Law
- Understanding of human resources management, employment law, and benefits administration

Skills

- Advanced proficiency in financial management software, spreadsheet applications, and database management systems
- Excellent written and verbal communication skills, with the ability to prepare clear, concise reports and present complex financial information to elected officials and the public
- Strong analytical and problem-solving skills with attention to detail
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and PowerPoint
- Ability to manage multiple projects and priorities simultaneously
- Strong interpersonal skills and ability to work effectively with diverse stakeholders

Abilities

- Ability to interpret and apply Alabama state statutes, municipal ordinances, and administrative policies
- Ability to maintain confidentiality of sensitive information
- Ability to work independently with minimal supervision while maintaining accountability to elected officials
- Ability to exercise sound judgment and make decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with elected officials, staff, other government agencies, and the public
- Ability to adapt to changing priorities and work effectively under pressure
- Ability to provide leadership and supervise staff effectively

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed primarily in an office environment
- Occasional field work may be required to visit municipal facilities or project sites
- Regular attendance at evening City Council meetings and other meetings as required
- Must be able to sit for extended periods and work at a computer workstation
- Must be able to lift and carry documents and materials up to 25 pounds occasionally
- May be required to respond to emergencies or urgent matters outside of regular business hours

BONDING REQUIREMENT

In accordance with Alabama Code Title 11, Chapter 43A, Section 11-43A-95, and as determined by the City Council, the City Administrator/Treasurer shall provide a surety bond

in an amount established by the Council to secure the faithful performance of duties and the safe custody of municipal funds. The bond premium may be paid by the City as authorized by Alabama law.

APPOINTMENT AND SUPERVISION

The City Administrator/Treasurer is appointed by majority vote of the City Council and serves at the pleasure of the Council. The position reports directly to the Mayor and City Council collectively.

This position is exempt from the Fair Labor Standards Act (FLSA) overtime provisions.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Clay is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

DISCLAIMER

This job description is not intended to be an exhaustive list of all duties, responsibilities, and qualifications associated with the position. The City of Clay reserves the right to revise or change job duties and responsibilities as needed. This job description does not constitute a contract of employment, and employment remains at-will.

Last Updated: November 2025