

CITY CLERK POSITION

City of Clay, Alabama

QUALIFICATIONS

Education:

- High school diploma or GED required
- *College or advanced degree in Accounting, Administration, Business, Communications, English, Finance, History, Political Science or any related liberal arts discipline desirable*

Experience:

- Five years of progressively responsible administrative experience
- Prior experience in a municipal clerk role or similar position highly desirable

Certifications:

- Certified Municipal Clerk (CMC) designation, or willingness to obtain, preferred
- Master Municipal Clerk (MMC) certification, desirable

Knowledge and Skills:

- Strong communication skills for recording meeting notes and communicating information to a wide variety of people
- Organization and time-management skills for keeping documents organized and managing a busy schedule
- Basic accounting skills for involvement in municipal budgets, financial reporting, and accounts payable
- Proficiency with computer systems and software applications, including Microsoft Office Suite
- Strong attention to detail for creating error-free documents
- Knowledge of, or ability to learn, Alabama municipal law and procedures
- Customer service skills for interacting with the public
- Ability and commitment to maintain high ethical standards

Other Requirements:

- Must be able to attend evening council meetings as required
- Valid Alabama driver's license
- Ability to maintain confidentiality of sensitive information
- Must be bondable

DUTIES AND RESPONSIBILITIES

Council Meeting Duties:

- Attend and record all meetings of the City Council, preparing accurate minutes of council proceedings
- Prepare meeting agendas in coordination with the Mayor and Council
- Provide notice of all public meetings in compliance with the Alabama Open Meetings Act
- Maintain a journal of council proceedings that is open to public inspection

Records Management:

- Serve as custodian of City records and the official City seal
- Maintain custody of ordinances, resolutions, and official documents
- Record, authenticate, and publish ordinances and resolutions as required by law
- Maintain and respond to public records requests
- Ensure proper retention and disposal of municipal records in accordance with state law

Financial and Administrative Duties:

- Process claims and demands against the municipality for council approval
- Maintain financial records showing revenues, appropriations, and expenditures
- Issue warrants (payment orders) for approved expenditures
- Assist with preparation of the annual municipal budget
- Coordinate with auditors for annual financial audits
- Maintain payroll records and process tax withholdings

Licensing and Permits:

- Issue business licenses and maintain business license records
- Collect license fees and other municipal fees as assigned
- Maintain permit records and coordinate with other departments as needed

Elections:

- Serve as the City's Elections Official
- Perform election duties as prescribed by Alabama law

General Administrative:

- Serve as primary liaison between citizens and city government
- Respond to inquiries from the public, providing information about city services and procedures

- Attest to the Mayor's signature on contracts, bonds, and other official documents
- Maintain insurance policies and notify appropriate parties of renewal dates
- Prepare reports for the Mayor and Council as requested
- Serve as secretary to municipal boards and commissions as assigned
- Maintain correspondence files and handle official municipal correspondence

Other Duties:

- Perform any and all other duties as may be required by ordinance, resolution, or direction of the Mayor and City Council
 - Assist with special projects as assigned
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WORKING CONDITIONS

- Work is performed in an office environment
 - Must be available to attend evening council meetings (typically twice monthly)
 - May require occasional weekend or after-hours work for special meetings or events
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SALARY

- Salary to be based on Grade and Step and is commiserate with Experience
 - City of Clay is not currently affiliated with RSA
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REPORTS TO

Mayor and City Council

This position description reflects general duties and is not an exhaustive list of all responsibilities. The City of Clay reserves the right to modify duties and responsibilities as needed.

Submit resumes to janderton@clayalabama.org