

City Clerk

City of Irwinton

Posted: December 11, 2018

End Date: January 16, 2019 @ 2pm

The City of Irwinton is accepting resumes for a Full-time **City Clerk**.

The purpose of this position is to give clerical support to the Mayor and Council and provide structure to the administrative responsibilities associated with day-to-day business of a municipality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Preparation of agendas for all scheduled City Council Meetings, including maintaining electronic files and uploading to the City's website.
- Preparing and submitting agenda items as needed.
- Maintain all checking, savings and bond accounts using QuickBooks.
- Prepare monthly reports to Mayor and Council in a timely manner.
- Reconcile all accounts in a timely manner.
- Assist in preparation of annual budgets for annual audit.
- Verify and distribute ads in the Wilkinson County Post, GMA and GA Dept.of Labor as required.
- Sort, copy and distribute faxes and mail for Police Department, Fire Department, Mayor and Council.
- Assist with preparation of public hearing notices, meetings, etc., including posting of all notices for compliance of Open Records and Open Meetings Act.
- Post notices, agendas and minutes to the website.
- Assist to ensure all information is available to the public in compliance with Open Records and Open Meetings Acts.
- Assist general and special elections as needed.
- Assist in updating, changing and distribution of changes to ordinances of City Code.
- Prepare research and verification of contracts, agreements or City records as necessary.
- Attend Council Meetings, both regular and called.
- Sign and execute documents as authorized by Mayor and Council
- Approve purchase orders and various bills for issuance and payment.
- Answer the telephone, forward calls to officials and staff; provide information to the public, elected officials, department heads and other City employees.
- Maintain centralized filing system for all City departments.

Specific License or Certification required: must obtain and maintain a valid Notary Public Certification, and Certification by the Georgia Municipal Clerks and Finance Officers Association (GMC/FOA) as a Certified Clerk (or have the ability to obtain certification within two (2) years of employment).

Other Essential Duties

- Performs other related duties and special projects as assigned by Mayor and Council
- Must be able to work evenings and odd hours
- Knowledge of or ability to understand and interpret municipal laws, policies, codes, and regulations
- Knowledge and ability to understand modern records management techniques;
- Knowledge or ability to learn the legal requirements related to keeping and preserving council minutes and all official records
- Ability to read, analyze and interpret complex documents
- Excellent knowledge of or ability to learn City Ordinances, policies and procedures
- Ability to exercise good judgment to resolve constituent inquiries

Education and/or Work Experience Requirements:

- Associate's degree or two (2) years of college or technical coursework **required** supplemented by three (3) years of experience performing administrative support and clerical duties for public officials; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job;
- State of Georgia Municipal Clerk Certification preferred but not required; valid State of Georgia Driver's License is **required**.

Hiring Range: \$31,000 to \$36,000

Please submit resume and cover letter to: City of Irwinton/PO Box 359/Irwinton, GA/31042