

CITY OF STONE MOUNTAIN CLASS SPECIFICATION

POSITION TITLE : City Clerk
REPORTS TO : City Manager
DEPARTMENT : Administration

NATURE OF WORK:

This position is responsible for the administration of a wide variety of City codes and municipal front and back office operations. Duties involve extensive contact with the public. This position requires considerable judgment, discretion and confidentiality in the performance of duties. The City Clerk supervises administrative staff assigned to the City Clerk's Office. The position is full time. Appointment is by the City Council. After appointment employment is governed by Personnel Policy and Procedures except for compensation. Compensation is set by the City Council.

MAJOR DUTIES AND RESPONSIBILITIES:

Attend meetings and keep full and correct minutes of the proceedings of the Mayor and City Council together with all ordinances and resolutions adopted

Prepare and post notices and agendas of all public meetings

Organize and distribute to the Mayor and City Council materials for agenda items

Prepare and post advertising notices

Maintain custodian of the City seal

Arrange training and travel for Mayor, City Council and City Manager

Advise general public on requirements of City ordinances, policies, and regulations

Obtain the proper signatures for all official documents approved by the Mayor and City Council

Publish all ordinances and other documents required by law to be open to the public

File campaign contribution reports and financial disclosure reports with the State Ethics Commission

Serves as Ex Officio member of the Pension Committee

Serve as Superintendent of Elections

Serve as a liaison between the City and the DeKalb County Tax Assessor's Office/DeKalb County Tax Commissioner's Office

Organize documents and materials requested by City Auditor in preparation for the annual audit

Maintain cemetery records, sell cemetery lots and issue burial permits

Supervise personnel assigned to the City Clerk's Office

Administer zoning, variances and special use permit requests process; and certify zoning classifications of real property

Organize Planning & Zoning Committee and Historic Preservation Commission meetings, post signs, notices and prepare meeting agendas; organize and distribute materials for items placed on meeting agendas

Carefully preserve the record and documents belonging to the City which are not assigned to the custody of other departments, and to maintain a proper index to all such records and documents

Respond to Open Records requests in a timely manner

Administer occupation tax certificates and business licenses issuance, including yearly renewal

Administer alcoholic beverage licenses issuance, including yearly renewal

Compose correspondence in standard business formats

Offer back-up administration of the Payroll and Human Resources functions, as assigned

Perform other related duties as required and/or assigned

DESIRABLE QUALIFICATIONS:

Education and Experience:

Associate Degree in Public Administration, Business Administration or related field required; Bachelor Degree preferred

Minimum of three years of progressively responsible public administration work experience or Georgia City Clerk Certification required (Georgia City Clerk Certification preferred)

A combination of work and educational experience or certification(s) may be considered

Possess a valid Georgia driver's license and a satisfactory Motor Vehicle Report (MVR)

Knowledge, Skills and Abilities:

Thorough knowledge of modern office practices, methods and standard procedures

Working knowledge of office automation equipment and other machines such as personal computer, fax machine, typewriter and calculator

Working knowledge of Microsoft Office Word, Excel and Outlook

Thorough knowledge of municipal laws, policies, codes and regulations

Ability to establish and maintain filing systems

Ability to work independently without specific instruction

Ability to communicate effectively, both orally and in writing

Ability to meet and deal tactfully and courteously with a variety of people including but not limited to citizens, business and civic leaders, and other government officials

Ability to establish and maintain effective working relationships with City employees and the general public

**Requirements included in this class specification
are subject to possible modification to reasonably
accommodate individuals with disabilities.**

Benefits include (but are not limited to) health insurance, life insurance, short-term disability, vacation and sick leave, retirement.

To apply: Interested candidates may email a resume to manager@stonemountaincity.org, or submit c/o City Manager, 875 Main Street, Stone Mountain, GA 30083 no later than 5pm Friday, August 9, 2019.

The City of Stone Mountain is an equal opportunity employer.