

Job Opening

Deputy/Assistant City Clerk

The City of Springville is accepting applications for a full-time Deputy/Assistant City Clerk. Applications may be submitted on-line at springvillealabama.org by scrolling to the bottom under Employment Opportunities or applications will be accepted at Springville City Hall, 160 Walker Drive, P. O. Box 919, Springville, AL 35146, Telephone: (205) 467-6133 or (205) 467-6134.

The City provides employee health benefits and participates in the Retirement Systems of Alabama.

Posted: April 22, 2021

City of Springville

Class Title: Assistant/Deputy City Clerk
Grade: 15
Reports To: City Clerk
Pay Range: \$39,228.80 - \$60,860.80

Job Summary:

Work involves assistance to the City Clerk in preparing and maintaining financial accounting records, employment and payroll records, custody of city funds, securities, and official city records and documents, purchasing and bids for materials, supplies and equipment, and conduct of elections. Work is performed under general direction from Mayor, City Council and City Clerk. Work is reviewed through departmental consultation, reports, and periodic audits.

Essential Duties:

Duties may include, but not be limited to the following:

Attend pre-council and/or City Council meetings in the absence of the City Clerk. Record and transcribe minutes of the proceedings, and maintain city record.

Assist in preparation of ordinances, resolutions, and other matters to appear on the agenda, and and maintenance as permanent records.

Enroll employees, maintain benefit records, prepare payroll, and maintain employee files.

Assist in maintenance of deeds, contracts, and insurance policies on city property.

Assist in preparation and maintenance of accounting and financial statements, preparation of the annual budget, prepare and maintain records of city revenue, disbursements, and indebtedness, and assist in administration of financial investments of municipal funds.

Assist in purchases of materials, equipment, and supplies for the City, and in preparation of requests for bids.

Assist in grant preparation, and in grant compliance after award.

Assist City Clerk in preparation for and conduct of city elections.

May assist in issuing licenses and permits, and in collection of revenues, post and publish notices, ordinances, and resolutions as required, and perform other related work as assigned.

Answer correspondence of the City Clerk's Office and provide information to the public.

Knowledge:

Knowledge of principles and practices of municipal administration, finance and accounting.

Knowledge of office management procedures, records management, filing systems, legal terminology, documents, laws, rules, and regulations applicable to municipal government.

Ability to maintain effective working relations with elected officials, employees, and the public.

Ability to prepare clear and concise reports. Ability to interpret and understand legal terminology and legal documents. Must possess skill in written and oral communications, computer skills in word, excel, and ability to learn computer programs designed for municipal application, and research skills using city documents and internet platforms. Ability to schedule job tasks to efficiently and accurately meet deadlines.

Qualifications:

Bachelor Degree in Accounting, Business Administration, Public Administration or related field or 3 years' experience in government administration, accounting and finance or any combination of education and experience that demonstrates the above listed knowledge, skills, and abilities.

Licenses/Certifications:

Many of following licenses and certifications are not a requirement for employment but may be considered a preference in ranking candidates. Upon employment, employee is expected to obtain and maintain certifications associated with assigned job duties.

- Valid Driver's license (required)
- Certified City Clerk designation (recommended within 3 years)
- Certified Municipal Revenue Officer
- Certified Municipal Planning and Zoning Official
- Certified Public Personnel Administrator
- Certified Governmental Accounting Technician
- Notary Public