



**Mayor**  
Richard E. Roquemore

**City Clerk**  
Michael E. Parks

**City Administrator**  
Michael E. Parks

**City Council**  
Robert Vogel  
Taylor Sisk  
Jamie Bradley  
Joshua Rowan

**JOB TITLE:** CITY CLERK  
**DEPARTMENT:** FINANCIAL  
**REPORTS TO:** CITY ADMINISTRATOR  
**POSITION NUMBER:** A15100-04  
**STATUS:** EXEMPT

04/12/2024

### **POSITION SUMMARY**

The City Clerk, operating with autonomy under the City Administrator's guidance, is responsible for the management of all municipal documents, including but not limited to records, minutes, contracts, and easements. This role entails serving as the custodian of the City seal and ensuring adherence to legal standards in records retention. The City Clerk also manages public records, maintaining compliance with associated legal protocols. In support of the City Administrator, the Clerk aids in drafting ordinances, resolutions, and conducting requisite research. Additionally, the Clerk is tasked with assembling agenda packets and performing a spectrum of clerical and administrative functions essential to the governance of the City.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Properly maintains all official City documents including, but not limited to, records, minutes, contracts, easements, and lawsuits.
- Attends all official meetings and functions of the city including, but not limited to, Council Meetings, Special Sessions, City Council Workshops, and Budget meetings.
- Assists the City Administrator and Mayor with the preparation of the Council minutes, agendas, and supporting material including public notification and distribution of agenda packets.
- Transcribes and distributes minutes from meetings.
- Posts all Notices of Public Hearings.
- Assists the City Administrator in the preparation of ordinances and resolutions. Assists the City Attorney when preparing resolutions and ordinances for public meetings.
- Qualifies candidates, coordinates, and oversees municipal elections.
- Serves as Financial Officer for Campaign Disclosure Forms and Statements.
- Maintains the City Municipal Code.
- Assists in proper execution of contracts entered by Mayor and Council.
- Assists with the filing of annexations.
- Maintains files for City appointments to boards and committees.
- Responds to open records requests and serves as open records liaison.
- Assist in Tax Equity studies and attend meetings regarding any such studies.

- Knowledge and understanding of the City Charter.
- Maintains all necessary training and certifications as required by the State of Georgia.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

The candidate must possess a comprehensive understanding of legal advertising mandates, collaborative intergovernmental dynamics, electoral statutes and processes, as well as state directives governing the management, retention, and disposal of public records. Proficiency in Microsoft Office Suite—including Word, Excel, PowerPoint, and Outlook—and other pertinent software applications is required. Exceptional written communication abilities are essential, encompassing mastery of English language conventions, accurate spelling, grammar, punctuation, and the capacity to draft professional correspondence. The individual should demonstrate adeptness in managing sensitive deadlines and exercising discerning prioritization of tasks. A proven track record of fostering and sustaining productive relationships with a diverse array of stakeholders—including the general public, colleagues, municipal leaders, regulatory bodies, and individuals from various cultural and linguistic backgrounds, without discrimination based on race, religion, age, gender, disability, sexual orientation, or political inclination—is crucial. Commitment to serving the public and colleagues with transparency and integrity, in strict compliance with all municipal ethical standards and conflict of interest regulations, is paramount.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in a course of study related to the occupational field preferred.

Municipal administrative work experience preferred.

Election Training and applicable certifications preferred.

Georgia Municipal Clerk Certification preferred.

Notary Public Certification from county of residence

**The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace, and Georgia Certified Work Ready City.**