

City of Cochran

Job Posting – City Clerk

JOB SUMMARY:

The City of Cochran is seeking a qualified and detail-oriented professional to serve as City Clerk. The City Council appoints the City Clerk. The City Clerk reports to the City Manager for day-to-day operations and supervision. This position is responsible for maintaining official City documents (records, minutes, contracts, etc.), maintaining the official seal of the City and ensuring compliance with applicable laws and regulations. The City Clerk attends Council meetings, Work Sessions, Called Meetings, prepares agendas, records minutes, coordinates City elections, and provides administrative, technical, and organization support to municipal operations. Confidentiality is required. The City Clerk must be able to use independent judgement with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Records Management

- Prepare Council agendas, assemble meeting packets, minutes, and public notices.
- Serves as custodian of official City records, City seal, ordinances, resolutions, proclamations, contracts, minutes, archives, and other public documents.
- Ensure compliance with Georgia Open Records and maintains related files, Open Meetings, and Georgia Records Retention guidelines.
- Update the Code of Ordinances and other official records.
- Posts and publishes legal advertisements, public hearing notices, bid notices, meeting notices, and other public notices required by law.

Administrative

- Oversees mail processing and incoming correspondence.
- Processes occupation taxes (business licenses) and alcohol licenses.
- Receives citizen complaints and inquires and/or resolves and forwards to appropriate personnel.
- Assists in preparation and filing reports with state and federal agencies.
- Assists with special projects and policy implementation.
- Serves as Compliance Officer for gas reporting.
- Coordinates with assigned department for cemetery payment and location of grave spaces.
- Performs other duties as required to support City operations.

Elections

- Serves as Elections Superintendent
- Coordinates municipal election notices, candidate qualification materials, public advertisements, and required election documentation.
- Maintains election related records, filings, and official documents in accordance with applicable law.
- Serves as liaison with the county elections office, probate office, Secretary of State, and other agencies as needed for municipal election matters.
- Coordinates candidate paperwork, notices of election, qualifying information, campaign finance-related administrative processes, and other assigned election functions.

Tax Administration

- Serves as Tax Official or performs assigned municipal tax administration responsibilities.
- Coordinates records, reporting, documentation, and communications related to City tax functions.
- Works with the County Tax Commissioner pursuant to the Intergovernmental Agreement for billing and collection of applicable City taxes.
- Maintains responsibility for transmitting, reconciling, recording, and reporting tax-related information required of the City.
- Assists with the tax digest including roll-back and millage rate, and public notices.
- Maintains records and official documentation relating to tax ordinances, levies, exemptions, collection arrangements, and reporting obligations.

Minimum Qualifications

Associate or Bachelor's degree in business, public administration, or related field from an accredited college or university with five (5) years experience in municipal government administration or any equivalent combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities for this position. Requires Municipal Clerk Certification or the ability to obtain certification within a reasonable timeframe. Valid driver's license. Occasional travel is required for conferences, seminars, and other professional development requirements.

Salary is commensurate with experience and includes full city benefits including a defined benefit retirement through GMEBS, medical, dental, and vision coverage.

Email or mail resumes to Angela Redding, Interim City Manager, 112 W Dykes Street
P.O. Box 8 Cochran, Georgia 31014

Email aredding@cityofcochran.com. Applications and the complete job description are available on the City website at www.cityofcochran.com.

This job description does not cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties and responsibilities may be assigned or changed.

The City of Cochran is an Equal Opportunity Employer.

Resumes accepted until the position is filled.