

Employment Opportunity



City Clerk-City of Bloomingdale

The City of Bloomingdale is hiring a City Clerk. Under the direction of the City Administrator, this position requires highly skilled clerical, secretarial, computer, and public relations responsibilities. Must be able to use independent judgment, work efficiently with minimal supervision, and use discretion in implementing assignments as well as responding to requests for information. Attention to detail and strong customer service skills are required in this position. Experience in a Local Government setting is preferred.

Job Description

Under the general guidance and supervision of the City Administrator, City Clerk maintains all official records of the City including minutes, ordinances and resolutions, contracts, property, easements, and lawsuits, and maintains the official seal of the City. The City Clerk provides administrative, technical, public relations, planning, and organizational support to the Mayor and Council and the City Administrator; Receives and resolves citizen complaints or refers to the appropriate department as necessary; assists in preparation of ordinances and resolutions, proclamations, and correspondence, supports Chatham County during City elections and serves as the City's Qualifying Officer for elections every four years. The City Clerk is responsible for preparing all materials necessary for regular and special called meetings for the Mayor and Council. The City Clerk works closely with the City Administrator in all aspects of projects to include social, professional development, networking, and staff support. The City Clerk also has an obligation to communicate with various agencies and organizations in support of the City Administrator to include the City Attorney's office. Assists with Personnel Management and services. Assists with maintenance of City website and social media platforms.

Minimum Qualifications

- High School Graduate.
- State of Georgia Municipal Clerk Certification preferred or ability to obtain certification within three years.
- Working knowledge of City and State regulations on public records, meetings, etc.
- Strong and effective customer service skills.
- Strong reading and written/verbal/email communication skills.
- Accuracy and attention to detail in all work areas, including cash receipts and monetary transactions.
- Possess a Valid Georgia Drivers License.

Salary and Benefits

The position will be open until filled. The salary range is dependent on experience and qualifications but is expected to be in the range of \$35,000-\$55,000.

Benefits include Medical, Vision and Dental Insurance, Paid Holidays, Annual Leave, Personal Leave, Short Term Disability Insurance, Life Insurance and Defined Benefit Pension Plan.

To Apply

Please send a Resume, Completed City of Bloomingdale Application, and Letter of Interest with a detailed work history and three work related references no later than March 19th to City Administrator Charles D. Akridge at P.O. Box 216, Bloomingdale, GA 31302 or by e-mailing cakridge@bloomingdale-ga.gov. Applications will be accepted in person at #8 W US Hwy 80. All applications are subject to the Georgia Open Records Act.

The City of Bloomingdale is an Equal Opportunity Employer.