

The Town of Perdido Beach

Has an opening for the following position.

Full Time Town Clerk/Treasurer

Salary will be based on experience and qualifications

**Anyone interested in this position can apply at the Perdido Beach Town
Hall**

**May 17, -June 7, 2021
Between 9:00 am and 4:00 pm.**

**Anyone applying for the position must have a high school diploma or
higher, a good driving record, valid driver's license, be willing to attend
evening meetings one to two nights a month, travel for training and
qualify to be bonded.**

Must be 18 years of age. (see attached Job Summary)

Town of Perdido Beach

Town Clerk/Treasurer Compensation Package

- Salary Range \$25,000 to \$35,000
- Salary Paid Weekly - 52 pay periods per year 40 hours each
- Travel allowance: per mile allowance (per current federal guidelines)
- Retirement Funding: not applicable at this time.
- Health insurance: not applicable at this time.
- Vacation Pay: Five days after first year and Ten days thereafter per year subject to work restraints, and to be taken in no less than 1 day increments. Maximum of 5 days may be carried over until the next year, with a maximum of 15 days accrued untaken at any 1 time. In case of termination in good standing Clerk/Treasurer will be monetarily compensated for vacation time accrued and unused at time of termination.
- Time worked over 40 hours will be compensated by time and one half. One hour worked = one and one half hour pay.
- Personal Time Off: Up to twelve days per year for paid personal leave such as funerals, family emergencies, sickness, ect. Must be approved by the Mayor in advance and taken in no less than 1 hour increments. No monetary value is provided for this at termination.
- Holiday schedule: Holiday schedule will coincide with the Town Holiday schedule.
- Professional Job Training: Available per Town Operating Budget approved by Mayor. Fiscal year Oct 1- Sept 30.
- Office /Working Hours: 8:30Am-4:30Pm
- Weekly log sheets of hours worked and comp hours taken will be maintained for audit.
- Raises will be based on merit and real economic growth rate for that year approved by Town Council.
- Merit portion 0-5% will be based on interview form completed by Mayor with Town Council input and approval.
- Evaluation will be based on Job description performance with rating scale.



Town Clerk/Treasurer

DESCRIPTION:

Performs administrative duties; manages files, records, and other correspondence; drafts contracts, legal notices correspondence, job descriptions; prepares ordinances and resolutions, serves as election manager; prepares and maintains files. Prepares and maintains city equipment lists; generates bids for purchases; and communicates with insurance company regarding claims and adjustments. Promotes positive relations between the Town and its constituents, officials, and employees; oversees duties related to planning and zoning, responds to requests for information from the public; collects budget and audit information. Prepares weekly payroll, quarterly and year end tax reports and other duties as assigned.

EXAMPLES OF DUTIES:

Records Management-

- Attends all regular and special meetings of the Town Council, and Planning Commission.
- Records and transcribes minutes, ordinances, resolutions, agendas, and correspondence.
- Composes letters from general instructions.
- Prepares documents needed at council work sessions.
- Researches prior ordinances and resolutions.
- Maintains permanent files for contracts, easements, deeds, ordinances, resolutions, minutes, official budgets, audits for Town.
- Gathers information and maintains census data.
- Prepares and maintains lists of all boards, committees, authorities, and monitors time for appointments or adjustments to be made.
- Maintains list of town employees, appointees, and elected officials subject to the state Ethics Law and submits list to the Ethics Commission.
- Work with auditors to help complete the annual audit.
- Work with Budget and Finance Committee to help prepare the annual budget.

Clerical-

- Publishes legal notices regarding all public hearings.
- Prepares all memoranda, letters, and any other correspondence.
- Types departmental correspondence and reports as required under the direction of the Mayor.
- Seeks bids for purchases.
- Operates office equipment including, but not restricted to computer, fax, typewriter, adding machine and copier.
- Prepares and maintains equipment lists for departments; includes additions, adjustments, and deletions.

Communication and Public Relations-

- Answers phone in a courteous manner; transfers calls and takes messages.
- Works to promote positive relations with staff, consultants, Mayor, Council members and the Public.
- Responds to the public regarding city business (zoning, general information).
- Notifies the Webmaster of new appointments or re-appointments to be added to the Town's website.
- Provides companies with essential information regarding city offices and officials.

Responds to various governmental surveys
Responsible for surveys regarding council members, department heads, and Town departments and services.
Responds to requests for census information.
Contracts with vendors for necessary building repairs.

Budgets and Insurance-

Generates budget status reports for the Mayor and Budget and Finance Committee.
Maintains departmental files including bank statements, budgets, accident information, insurance claims, and warranties
Prepares all insurance adjustments for new, replacement, and deleted city property.
Maintains complaints from citizens against the Town
Contacts insurance company regarding add-ons when new vehicles or other properties are acquired.

Elections and Related Duties-

Serves as election manager (appointed).
Assists Board of Registrars with election-related activities.
Oversees the testing of voting machines.
Assists in identifying poll workers.
Orders all ballots for voting purposes.
Responsible for overseeing absentee ballots.
Maintains essential level of knowledge of city, county, and state election laws.
Prepares, updates and maintains town voting lists.

TYPICAL QUALIFICATIONS:

High school diploma or G.E.D. required.
One year supervisory experience in city government.
Typing speed of 30 wpm required.
Willing to work overtime as required.
Willing to attend necessary training sessions.
Willing to comply with Town of Perdido Beach rules and regulations.
Must be bonded.
Must have a valid Alabama Driver's License.
Must be a certified Alabama Notary Public

SUPPLEMENTAL INFORMATION:

Knowledge of Town of Perdido Beach policies and procedures.
Knowledge of Alabama State Code as it pertains to municipalities.
Knowledge of basic governmental accounting.
Knowledge of basic bookkeeping procedures.
Skill in operating office machines.
Skill in typing at a speed of 30 wpm.
Ability to verbally communicate effectively.
Skill in developing plans, budgets, and schedules.
Ability to establish and maintain an effective working relationship with associates and the public.
Ability to make competent and timely decisions.
Ability to maintain records efficiently and accurately.
Ability to make computations and tabulations rapidly and accurately.
Ability to provide janitorial services for the Town Hall and Community Center, ie cleaning, set up meeting room, trash or schedule cleaning service as requested.

The Town of Perdido Beach is dedicated to providing equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status