

# CITY OF BELLEFONTAINE NEIGHBORS

Job Description: **CITY CLERK**

FLSA Status: Exempt/Full-time

**Department: Administration**

**Reports To: Mayor & Board of Aldermen**

**Salary: 50,000 – 60,000, Negotiable**

## **Purpose of Position:**

Position Type: Reports to the Mayor/City Administrator and the Board of Aldermen. Work assignments are prescribed and received from the City Administrator, the Governing Body, and citizen requests. The City Clerk is the official custodian of municipal documents and records. The City Clerk has a substantial amount of public contact regarding the furnishing of information concerning City ordinances and policies. This is a supervisory position. The City Clerk is responsible for managing Human Resource duties, handling Municipal Election process and assisting the Finance Director.

## **Education/Experience:**

Four to five years related experience and/or training and bachelor's degree from a four-year college or university; or equivalent combination of education and experience.

Preferred Education and Experience:

Five to six years related experience and/or training or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

## **Other Requirements – Certificates/Licensures**

- Bondable.
- Certified to handle voter registration.
- Certified Municipal Clerk (CMC), Missouri Registered City Clerk (MRCC), Preferred
- Valid state driver's license or state ID.
- Ability to pass criminal history and background checks.

## **Work Schedule:**

Monday through Friday 8:00 AM – 5:00 PM.

Evening meetings (Board of Aldermen, Closed Session, Special meetings).

**Email Resumes Only Accepted, Unless Other Reasonable Accommodation Is Requested From The CITY: James Thomas, [Jthomas@cityofbn.com](mailto:Jthomas@cityofbn.com); [electjwthomassr@gmail.com](mailto:electjwthomassr@gmail.com); President James W. Thomas, Sr.**