



CITY OF ROBERTA
P.O. Box 278, 123 E. Agency St.
Roberta, Georgia 31078
Jay Andrews, Mayor

Roberta City Clerk

Open Until September 20, 2019

Job Summary: The City Clerk is responsible for maintaining all city records, interacting with members of the general public, and providing and overseeing administrative assistance to the Mayor and Council. Job duties include, but are not limited to the following:

- Serves as custodian of all official records and documents of the City of Roberta, transmits appropriate reports to federal and state agencies, and assures that records are maintained.
- Prepares agenda and supporting materials in consultation with the Mayor for City Council meetings; prepares minutes and records meetings; reviews and maintains files of minutes, documents, and correspondence; and attends all meetings of the Roberta City Council.
- Prepares city financial statements, handles city financial transactions, and assists Mayor and Council with budget preparation.
- Manages the day-to-day operations of City Hall, responds to public information requests, and serves as a customer service representative for the City of Roberta.

Job Requirements:

The City Clerk should possess, at a minimum, a High School Diploma or GED, some college preferred, and three (3) years of experience in clerical work, preferably in government or public administration; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position. The City Clerk must possess a valid Georgia Motor Vehicle Operator's license and must complete state-mandated city clerk orientation within 12 months of date of hire.

Interested candidates should submit a cover letter, resume, and three references to:

City of Roberta
P.O. Box 278
Roberta, Georgia 31078
clerk@cityofroberta.com

Salary for this position is commensurate with qualifications and experience. Only the top candidates will receive an interview. For additional information, please contact Vikki Brown, City Clerk, who can be reached at 478-836-3119.

The City of Roberta reserves the right to reject any and all applications received, including applications received after the due date and time. The City of Roberta is an Equal Opportunity Employer.