

HELP WANTED: CITY CLERK-OFFICE MANAGER

The City of Walnut Grove is seeking candidates to serve as City Clerk-Office Manager in a full-service municipality. This position is under the direction and supervision of the City Mayor.

We are seeking a professional, outgoing, energetic , A+ team player that understands and enjoys the administrative challenges of supporting and running an office and thrives on being flexible while wearing “multiple hats” to accomplish tasks and goals throughout the week.

This person performs a variety of administrative and financial duties in maintaining and providing for proper accounting and control of all municipal, fiscal, and financial records. The City Clerk/Office Manager is responsible for the operations of the City Clerk’s Office, and the office operations of the Municipal Court Clerk. As a city officer, the City Clerk is the official custodian of municipal documents and is responsible for city records so this candidate must be very detail orientated.

An individual with effective communication skills, customer service and problem-solving proficiency, and a can-do attitude would be a perfect match. The ideal candidate would possess a degree in accounting, business, or public administration; however, any equivalent combination of education and experience would be considered. Individuals with demonstrated knowledge and experience of computerized governmental accounting and reporting would be preferred.

This individual must be experienced in handling a wide range of administrative and executive support related tasks/functions and able to work independently with little or no supervision. The City Clerk - Office Manager duties include but are not limited to:

Management of physical and digital document archiving and retention.

Create and Maintain records of council meetings and minutes.

Organization, coordination and implementation of office administration and procedures in order to ensure City effectiveness, efficiency and safety

Professional Customer Service - communication with citizens of Walnut Grove

Effective and professional communication with vendors and government officials

Solid working knowledge of QuickBooks for accurate day to day bookkeeping,

Human Resources management

Office staff supervision, training & task delegation

For more information contact: mayor@cityofwalnutgrove.com or Walnut Grove City hall at: 770-787-0046