

The City of Williamstown is accepting applications and resumes for a City Clerk/Treasurer until 5 p.m. on Friday, May 24, 2024.

Job Description: Under the supervision of the Mayor, this position manages all personnel assigned to the City Clerk's Office while assisting with required duties. This position performs administrative duties for the City and City Council. The City Clerk/Treasurer is the official custodian of municipal documents and official City records. The employee must provide friendly customer support to all while exhibiting good work ethic.

Duties include but not limited to:

- Plans, organizes, directs, coordinates and evaluates all activities and programs of the department.
- Serves as financial manager and prepares the fiscal year budget for approval.
- Responsible for all financial records and reports, including general accounting, treasurer's report, reconciled bank statements, report on investments, etc.
- Responsible for maintaining City records. Maintains ordinances, resolutions, executive orders, municipal orders, contracts, agreements, deeds, and other official documents of the City.
- Maintains employee benefits records.
- Administers and maintains insurance programs and records, including worker's compensation, unemployment, health, life, etc.
- Attends City Council Meetings and prepares Minutes of meetings. Some evening/night work is required.
- Duties include water, wastewater, electric, cable, and internet utility duties and billing, as well as collecting taxes, business licenses, and utility accounts.
- Assists with accounts payable and receivable.
- Performs related work as required.

Job Qualifications and Requirements:

- Graduation from high school or equivalent supplemented by five years directly-related work experience is required, preferably with a government organization.
- Use of Microsoft Office, Zoom, and other software and technology as needed.
- Knowledge of the functions, principles, and practices of municipal government.
- Possess administrative, supervisory, and analytical abilities.
- Ability to supervise personnel while assisting with required duties.
- Must be able to work with highly confidential matters.
- Ability to communicate effectively, both written and verbally.
- Must be bondable.

Compensation:

- This is a full-time position with benefits. 40 hours per week with potential of overtime as needed.
- Position is Non-exempt.
- The starting salary will be based on candidate's experience.

Benefits:

- 11 paid Holidays
- Vacation pay
- Sick pay
- Health and dental insurance
- Retirement

- Tuition reimbursement for job-related courses

Applications and resumes will be accepted until 5 p.m. on Friday, May 24, 2024, with interviews to begin the week of May 27, 2024.

Application and complete job description are available on the City of Williamstown's web site at www.wtownky.org; at the Williamstown City Building, which is located at 400 North Main Street, Williamstown, Kentucky; or by contacting the Mayor's Office at 859-824-6351.