



Job Announcement

City Clerk

The City of St. Gabriel is accepting applications for the position of City Clerk. This is a full-time exempt position.

JOB SUMMARY

Responsible for a variety of professional and supervisory work developing, implementing and overseeing the services, programs and activities of the City Clerk's Office.

ESSENTIAL FUNCTIONS:

Develops, recommends, and implements citywide records management policies and procedures; reviews records retention and disposition schedule for all City records.

Responsible for all public records, including, but not limited to, minutes of all Council meetings, agendas and supporting documents, contracts, ordinances and resolutions; assures compliance with the Open Public Meetings Act, public notice requirements, and all legal requirements associated with public records; functions as citywide contact for all public records request and manages response and/or coordinates requests for official City records; coordinates all election matter with appropriate individuals and entities.

Prepares agendas, minutes, Council packets and other associated documents; drafts, reviews and edits staff reports, ordinances and resolutions for content and context; attends study sessions, special meetings and City Council meetings as appropriate; directs the maintenance of the Municipal Code to ensure comprehensive and cohesive compilation of City laws. Plans, coordinates and supervises office support staff and work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets regularly with staff to identify and resolve problems.

Serves as liaison between City Council members, Mayor, Department Directors, City departments, outside agencies and news media; ensures Council actions, documents, minutes are communicated and transmitted to staff, Council and the media. Administers and drafts legal advertising notices and special meeting notices for distribution to Council members, Department Directors, City Attorney and news media, in accordance with regulations as set forth.

Attest all public documents, serve as custodian of the City Seal; be responsible for records management (ordinances, resolutions, and minutes);

Serves as auditor of the municipality.

QUALIFICATIONS

Bachelor's Degree in Political Science, Public Admin., Business Admin., or related field
Significant related experience and certification may substitute for education
Outstanding communication, written and presentation skills
Knowledge of government operation and policies

The City of Saint Gabriel considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age, sexual orientation and gender identity. All candidates are encouraged to apply. Interested candidates should submit their resume to:

City of Saint Gabriel
Attn: Mayor Lionel Johnson, Jr.
mayorjohnson@stgabriel.us
5035 Iberville Street
P.O. Box 597
St. Gabriel, Louisiana 70776