

Executive Assistant (Municipal Clerk)

City Manager's Office

The City of Athens is currently seeking an Executive Assistant/Municipal Clerk to provide administrative support to the City Manager, the City Manager's office, and the Manager's staff as it relates to the day-to-day operations of the city.

The responsibilities include planning and compiling agendas for City Council meetings, writing resolutions and ordinances, attending council meetings, processing minutes, composing and distributing all correspondence, ordering supplies, responding to citizens requests, and coordinating travel arrangements. This position is also responsible for administering the beer permit and alcoholic beverages licensing program.

The candidate will be self-motivated, highly organized, detail oriented, and a fast learner, with excellent communication skills. This position will interact daily with the city manager, department heads, city staff, public officials, and citizens and must maintain positive, professional relationships. Skill in listening to others under adverse or emotional circumstances and the ability to respond in a calm business-like manner are imperative, along with a thorough understanding in handling confidential matters.

The successful candidate must have a desire to serve the public.

The ideal candidate will have practical knowledge of City government, with knowledge of other local and state governments and agencies a plus. Previous administrative assistant experience is preferred.

The minimum qualifications for the position are an associate's degree plus two years of administrative assistant experience, and a Certified Municipal Clerk designation. Candidates without the designation must be willing to obtain a Certified Municipal Clerk designation within four years of hire. Candidates without municipal experience are encouraged to apply, however preference will be given to those who have verifiable municipal experience in roles with similar responsibilities.

A career with the City of Athens offers the opportunity to be a part of a thriving community that is expanding in a lot of different ways, education, community development, and culture. Our work environment is collaborative, creative, and supportive of each other and our commitment to making our city the best place to live and raise our families. The city offers a competitive benefit package that includes health, dental, and life insurance, paid holidays, vacation and sick leave and retirement plan. This position has a minimum starting rate of \$20.305 per hour.

For more information about the Friendly City, visit our website at www.athenstn.gov/jobs. You may pick up an application at City Hall or download from our website. Applications will be accepted through May 31, 2024, at 5:00 p.m.

For more information, contact the Human Resource Department at the City of Athens, 815 N. Jackson Street, Monday through Friday 8:00AM-5:00PM at 423-744-2719.

An Equal Opportunity Employer