**HIRING NOTICE**

**Job Title:** Town Recorder

**Department:** Administration

**Reports To:** Board of Mayor and Alderman

**FLSA Status:** Exempt

**SUMMARY DESCRIPTION**

This employee is responsible for the overall operation of the Town of Erwin and monitors the performance of the various departments. Prepares the city budget for adoption by the Board of Mayor and Alderman. Maintains budget to ensure expenditures are within budgeted amounts and prepares budget amendments as necessary. The employee coordinates and supervises all day-to-day administrative activities and operations for each department of the Town under policies established by the Board. Recommends and implements policy as established by the Board. Instructions to the employee are general and the employee must routinely use independent judgment. The employee must consider different courses of action and sometimes deviate from standard operating procedures. The employee is responsible for effective and efficient operation of the Town of Erwin.

**DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prepares the city budget for adoption by the Board of Mayor and Alderman. Maintains budget to ensure expenditures are within budgeted amounts and prepares budget amendments as necessary.
2. Prepares and administers documents such as capital improvement plan, personnel policies and procedures, etc.
3. Ensures that financial systems are established and operated according to sound accounting practices and that federal, state, and local accounting and purchasing rules and regulations are followed.
4. Makes recommendations concerning systems and procedural changes pertaining to financial and accounting transactions and Town departmental operations.
5. Oversees financial transactions including accounts receivable, accounts payable, billing, general ledger, payroll, budgeting, city revenues, and ensures the proper maintenance of all related records.
6. Serves as the chief executive officer and chief operating officer and provides financial and operational advice too the Board of Mayor and Aldermen and Departmental supervisors as necessary.
7. Reviews, approves, and signs documents approving the hiring of personnel and personnel actions.
8. Appoints, promotes, disciplines, and, when necessary, suspends or removes city employees in accordance with Personnel Policies adopted by the Board of Mayor and Aldermen and in accordance with the Town Charter.
9. Oversees human resource related functions and ensures the effective coordination of benefits administration, workers compensation and compliance activities required by personnel laws and regulations.
10. Prepares Agenda and packets prepared for monthly Board of Mayor and Aldermen meetings.
11. Informs Board of Mayor and Aldermen of departmental operations, particularly financial circumstances, special projects, and updates pertaining thereto.
12. Supervises and monitors the day-to-day administrative activities and operations for each department of the city under policies established by the Board.
13. Reviews and revises Town policies, procedures and codes and recommends improvements and adjustments to the Board of Mayor and Aldermen.
14. Prepares administrative directives and bulletins and conducts analysis of administrative programs and projects.
15. Acts as purchasing agent for the city in accordance with State law and purchasing policies and procedures adopted by the Board of Mayor and Aldermen.
16. Oversees departmental purchases, approves payment for invoices, evaluates non-routine and emergency purchases and determines appropriate handling within governmental guidelines and state law.
17. Partners with external vendor to outsource Town’s IT needs to include servers, software, hardware, etc. Develops and maintains Town’s Cyber Security Policy.
18. Oversees risk management responsibilities and ensures the effective coordination of loss prevention programs including insurance coverage and policies, claims administration, and handling of settlements. Identifies areas of risk and addresses issues in a timely manner.
19. Serves as the representative of the Town to community organizations and other governmental entities; attends meetings, provides input and votes on applicable boards. Serves on various boards and committees as required and advises members as to the direction and intent of the Board of Mayor and Aldermen and the availability and timing of major capital funding.
20. Acts as liaison with the Planning Commission and planner from FTDD for land use planning and development in the Town and follows up on building permits, code issues, property maintenance, and zoning issues.
21. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties;*

**Knowledge of:**

* Budgetary principles and thorough comprehension of fund accounts and financial statements.
* Purchasing practices as required by law.
* Personnel policies and procedures.
* General operations of City Government activities.
* Administrative skills, practices, and procedures of public administration.
* Municipal, state, and federal laws as well as understanding municipal organization structures and issues.

**Ability to:**

* Evaluate situations and make decisions.
* Express ideas clearly, concisely, and convincingly.
* Read, analyze, and interpret the most complex documents.
* Respond effectively to the most sensitive inquiries or complaints.
* Exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
* Communicate both orally and in writing, including public speaking and presentation skills.
* Develop and monitor work procedures and budget guidelines.
* Develop, organize, and direct comprehensive citywide goals, objectives, and administrative operations.
* Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines -** *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and Training**

Bachelor’s Degree or compatible experience equivalent to the position. Certified Municipal Finance Officer (CMFO) certification or willing to obtain within two years of employment.

**Experience**

4 to 6 years’ experience

**License or certificate**

Possession of a valid Tennessee Driver’s License.

**Pay Rate-** Salary range will be between $70,000 and $80,000 pending qualifications and experience.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is generally indoors, but the employee must be prepared to work outdoors regardless of weather conditions when necessary. The employee may be exposed to tobacco smoke, dust and loud noises.

**Physical:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the physical functions of the job as identified below. The employee is regularly required to see, talk, and hear and perform the physical activities marked below. The employee will operate a computer, copy machine, and other typical office equipment.

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| --- | --- | --- | --- | --- |
| **Activity** | | **Check 1 column for Frequency of Occurrence** | | |
| Check Applicable Activities |  | **Occasionally**  **< 1/3 of the time** | **Frequently**  **1/3–2/3 of the time** | **Regularly**  **>2/3 of the time** |
| X | Standing | x |  |  |
| X | Walking | x |  |  |
| X | Climbing: Stairs &/or Ladders | x |  |  |
| X | Sitting |  |  | x |
| X | Balancing | x |  |  |
| X | Bending/Stooping/Kneeling | x |  |  |
| X | Twisting | x |  |  |
| X | Squatting | x |  |  |
| X | Grasping/Squeezing | x |  |  |
| X | Repetitive movements w/hands |  |  | x |
| X | Reaching/working overhead | x |  |  |
| X | Lift &/or carry up to 25 lbs. | x |  |  |
| X | Push &/or pull up to 25 lbs. | x |  |  |

Please send resumes to [recorder@erwintn.org](mailto:recorder@erwintn.org), Attn: Todd Wilcox or you can submit them in person at Erwin Town Hall located at 211 N. Main Ave. Erwin, TN 37650.