

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

Employment Opportunity City Recorder-Clerk and Office Administrator

Willard City is seeking a qualified individual for the full-time position of City Recorder-Clerk and Office Administrator. The current employee is retiring after more than twenty years of service. The City Recorder-Clerk and Office Administrator performs a variety of professional and supervisory work developing, implementing and overseeing the services, programs and activities of the City Clerk's Office. Responsible for the management and preparation of City Council meeting agendas, council packets, meeting notices pertaining to regular and special sessions, and the recording of meetings and items before the Council and actions taken; maintenance of official minutes of all proceedings, records, ordinances, resolutions, and other official City documents and public records. Maintains custody of official records and archives of the City including: ordinances, resolutions, contracts, agreements, and minutes. Responsible for the maintenance and indexing of official City records, and the enforcement of laws pertaining to public records. Supports accounting duties for accounts payable and receivable and oversees other accounting functions; reviews and enters data, processes transactions, and maintains accounts. Prepares City-wide payroll, reports, employee benefits records and other technical and accounting records. Work is performed under general administrative direction from the City Manager with initiative, discretion, and independent judgment in the performance of duties based on extensive knowledge of City policies, procedures and operations.

MINIMUM QUALIFICATIONS: High School diploma or equivalent; plus, two (2) years of college level business courses; AND Three (3) years of progressively responsible experience related to above duties; OR An equivalent combination of education and experience.

Closing Date: Open until filled; Salary : DOQ

Status: This position also provides a great opportunity to work on other critical projects with the Council, staff, and public. This is a full-time, benefited position (medical, dental, retirement, sick and annual leave etc.) with a starting pay depending on qualifications. Please direct all inquiries and submit your cover letter, resume, and references to Chris Davis City Manager at cdavis@willardcity.com. For a full job description, visit willardcity.com

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