

**CITY OF JEWETT, TEXAS**

**NOW HIRING**

**ADMINISTRATIVE CLERK**

The City of Jewett is seeking an experienced, highly organized, and professional individual to serve as Administrative Clerk. This position is responsible for managing the administrative operations of City Hall, maintaining official municipal records, coordinating City Council meetings, assist with budget and financial administration functions, managing grants and compliance requirements, and ensuring compliance with applicable federal, state, and local laws.

**Salary:** Compensation is dependent upon qualifications and experience.

**Position Summary:** The Administrative Clerk serves as the official records custodian of the City and performs a variety of administrative, financial, and compliance functions essential to municipal operations. The successful candidate will work closely with the Mayor, City Council, City Attorney, Auditor, Engineers, Grant Administrators, and department heads to ensure effective and transparent government operations.

**Essential Duties and Responsibilities**

**Administration and Records Management**

- Serve as custodian of all official City records.
- Maintain ordinances, resolutions, contracts, policies, and official documents.
- Administer records retention and records destruction programs.
- Maintain city files in accordance with state retention requirements.
- Coordinate public notices and legal publications.
- Administer and coordinate responses to Texas Public Information Act requests.
- Maintain city website content and public notices as assigned.

**City Council Support**

- Prepare City Council meeting agendas and agenda packets.
- Coordinate meeting notices and postings in compliance with the Texas Open Meetings Act.
- Attend City Council meetings and prepare official minutes.
- Maintain records of council actions and resolutions.
- Assist elected officials with administrative matters and research.

### **Financial Administration**

- Assist with preparation and administration of the annual operating budget.
- Monitor budget performance and prepare financial reports.
- Coordinate annual audits and financial reporting requirements.
- Maintain financial records and supporting documentation.
- Assist with accounts payable, accounts receivable, payroll, and purchasing functions as assigned.
- Coordinate preparation and submission of required state financial reports.
- Maintain grant and project accounting records.

### **Grant Administration and Compliance**

- Research and identify grant opportunities.
- Assist in preparation and submission of grant applications.
- Coordinate grant implementation and reporting requirements.
- Monitor grant compliance requirements and deadlines.
- Maintain grant files and supporting documentation.
- Coordinate with grant administrators, engineers, contractors, and funding agencies.
- Assist with reimbursement requests and financial reporting.
- Ensure compliance with federal and state grant regulations.

### **Municipal Compliance**

- Monitor compliance with Texas Local Government Code requirements.
- Coordinate election administration activities.
- Maintain ethics, disclosure, and public notice requirements.
- Assist in ensuring compliance with Open Meetings Act and Public Information Act requirements.
- Coordinate required state and federal filings.
- Maintain compliance calendars and reporting schedules.

### **Human Resources Administration**

- Maintain personnel files and employment records.
- Assist with recruitment, onboarding, and employee orientation.
- Coordinate employee benefits administration.
- Maintain required employment documentation and records.
- Assist with policy development and implementation.

### **General Administration**

- Answer citizen inquiries and assist the public.
- Coordinate special projects assigned by the Mayor or City Council.
- Maintain professional relationships with government agencies, contractors, and community organizations.
- Perform additional duties as assigned.

### **Minimum Qualifications**

- High school diploma or GED required.
- Associate's degree or bachelor's degree preferred.
- Minimum three years of progressively responsible administrative experience.
- Experience in municipal government, public administration, finance, accounting, grant administration, or related fields preferred.
- Strong computer proficiency including Microsoft Office applications.
- Excellent organizational and communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

### **Preferred Qualifications**

- Texas Registered Municipal Clerk certification or ability to obtain certification.
- Municipal budgeting experience.
- Municipal grant administration experience.
- Knowledge of Texas Open Meetings Act and Public Information Act requirements.
- Experience with municipal accounting or financial management systems.
- Experience preparing council agendas and minutes.

**Benefits:** Benefits provided in accordance with City policy.

**Application Process:** Interested applicants should visit City Hall to obtain and complete an employment application. Applicants should submit:

- Completed City of Jewett employment application
- Current resume
- Cover letter describing qualifications
- Any applicable certifications

Applications will remain open until filled.

The City of Jewett is an Equal Opportunity Employer