

Vacancy Announcement

The City of Etna is hiring a **City Clerk** who possesses a passion for public service demonstrated by a high degree of integrity, enthusiasm, self-reliance, team building, and job proficiency. This person will effectively convey the vision and mission of the City and provide excellent service to our community.

The City Clerk is responsible for the overall coordination of City departments in planning, directing, and reviewing the activities and operations of the City in the areas of finances, strategic and operational planning, and performance management. The City Clerk is expected to perform their functions with considerable independence, judgment, and discretion.

Job Duties:

- Manage the city budget to ensure the city operates within its budget
- Manage accounts payable/receivable
- Prepare financial reports in a timely manner
- Oversee HR policies, and create and manage training plans for existing employees
- Meet with various departments to identify and resolve issues
- Make recommendations to the Mayor and City Council on a variety of issues, including budgets, personnel needs, and project costs
- Ensure completion of delegated tasks, reports, and studies commissioned by City Council
- Work on important economic development projects
- Identify and pursue grant writing, program development, budget savings and revenue opportunities
- Respond to and resolving difficult or delicate questions or concerns
- Attendance at all City Council meetings and many special meetings
- Manage city website content
- Understand and follow local laws, codes, and regulations

Desired Skills and Experience:

- Proven skills in financial management, especially in local government or similar
- Ethics in leadership, making value-based decisions
- Experience with goal setting and program evaluation
- Understanding of HR management best practices, staff facilitation, and strategic planning

Send cover letter, resume, and professional references to:

Sarah Griggs, City Clerk
City of Etna
442 Main St.
P.O. Box 460
Etna, CA 96027
Phone: (530) 467-5256

Faxes will be accepted at: (530) 467-3217

Emails will be accepted at: etnacity@sisqtel.net

This position will be open until filled.