



CLERK OF COUNCIL Full-Time Appointed Official

The Town of Farmville is accepting applications for a full-time Clerk of Council. Qualified applicants will have an Associate Degree and mid-level administrative experience. Computer skill, including MS Office proficiency, and Certified or Master Municipal Clerk designation are highly desirable. A combination of education and experience may be considered in lieu of the specific criteria listed above. Must be available to work non-standard hours, including some evenings. Must successfully complete a background check including drug/alcohol screening.

As a Town Council appointee, the clerk is responsible for the preparation, execution, and archiving of all Town Council records and documents as prescribed by state law and Town code. Reports to, and serves at the pleasure of, the Mayor and Town Council.

Responsibilities include, and are not limited to:

- Completes administrative and clerical duties and complies with legal requirements for Town Council.
- Records and prepares written minutes of meetings.
- Responds to Mayor and Town Council FOIA requests.
- Schedules appointments for the Mayor and Town Council.
- Prepares correspondence and other documents for the Mayor and Town Council.
- Works with the Manager's Office in conducting research and prepare reports for the Town Council on a variety of topics and issues.
- Attends all council meetings, work sessions, committee meetings, staff training sessions, and other meetings related to Town Council.
- Provides staff assistance and technical advice in the varied assignments designated by the Town Council.
- Perform other job duties as assigned.

Salary Range: \$37,654 - \$60,247 with the starting salary dependent on experience and qualifications. The Town of Farmville offers an excellent benefit package and does not participate in VRS. Interested applicants are encouraged to complete and submit the **Town of Farmville Application for Employment** to hr@farmvilleva.com (application available at www.farmvilleva.com at the Jobs tab). The position is open until filled and a first review of applications will begin September 18, 2020.

The Town of Farmville is an Equal Opportunity Employer.