

Job Posting: City Clerk
City of Cochran – City Hall

The City of Cochran is seeking a highly organized, experienced, and professional **City Clerk** to lead the administration of official City records and oversee key administrative operations. This position plays a critical role in ensuring compliance, transparency, and effective coordination between elected officials, staff, and the public.

Position Summary

The City Clerk serves as the official custodian of City records and is responsible for coordinating Council meetings, maintaining official documents, and ensuring compliance with applicable laws including Open Records and Open Meetings requirements.

In addition to statutory Clerk duties, this position provides oversight of administrative operations including human resources, elections administration, tax coordination, risk management, utility billing, customer service, and finance-related support functions.

Key Responsibilities

- Serve as custodian of official City records, ordinances, resolutions, contracts, and minutes
- Prepare and maintain Council agendas, agenda packets, minutes, and public notices
- Ensure compliance with Georgia Open Records, Open Meetings, and records retention laws
- Coordinate and respond to Open Records Requests
- Oversee daily operations of the Clerk's Office and front-office functions
- Supervise Deputy City Clerk, Finance Administrator, Utility Billing Clerk, and Customer Service staff
- Provide oversight of utility billing, receipting, deposits, and administrative finance support
- Serve as Human Resources Director, including onboarding, personnel records, and policy administration
- Serve as Elections Superintendent and coordinate municipal election processes
- Coordinate City tax reporting and related administrative functions
- Serve as Risk Management and Safety Coordinator, including workers' compensation coordination
- Act as liaison between Mayor, Council, staff, legal counsel, and the public

Qualifications

- Associate's degree in business, public administration, accounting, human resources, or related field; or equivalent experience
- Minimum of three years of progressively responsible administrative or municipal government experience
- Prior supervisory experience required
- Knowledge of municipal clerk functions, public records management, and compliance requirements
- Strong organizational, communication, and leadership skills
- Ability to manage multiple priorities and maintain confidentiality

Preferred Qualifications

- Bachelor's degree in a related field
- Experience in municipal government or City Clerk operations
- Experience with HR administration, elections, tax coordination, or finance support
- Municipal Clerk certification or ability to obtain
- Notary Public commission

Work Schedule

Full-time position. Occasional evening meetings and additional hours may be required.

Salary and Benefits

Salary is based on the City of Cochran approved pay scale. The City offers a competitive benefits package including health insurance, retirement plan, and paid time off.

How to Apply

Please submit a **resume and cover letter** to:

ccoley@cityofcochran.com

Subject Line: *City Clerk Application – [Your Name]*

Application Deadline

April 7, 2026

The City of Cochran is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.