

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	COUNCIL MEETING DATE: 10/05/26 Work Session
Requestor Dept.: City Clerk Jewett		Requestor's Name: City Clerk Jewett
Agenda Language:	Council to consider funding the full-time Deputy City Clerk position within the City Clerk's Office at the approved salary range of \$55,000.00 to \$75,000.00, and not to exceed \$160,000 as there will be benefit costs, and supplies (computer/laptop, misc.) needed for the new person.	
Requested Action/Recommendation: Recommending approval		
Requirements for Mayor & Council Action:		
Is this Item Goal Related? Yes. It supports effective governance, continuity of operations, records management, meeting administration, election responsibilities, and responsive service through the City Clerk's Office.		
Summary and Background: The City Clerk's Office is responsible for core municipal functions that require consistent administrative support and continuity. The Deputy City Clerk position is a full-time, non-exempt position that works under the general direction of the City Clerk and assists with day-to-day operations. Key responsibilities include preparing for and attending City Council meetings; recording and transcribing minutes; assisting with agenda packets, transcripts, and action letters; maintaining contracts, minutes, ordinances, resolutions, proclamations, and other official records; responding to inquiries from the public, City officials, and staff; supporting departmental budget administration; coordinating City elections; and acting as City Clerk when the City Clerk is absent. Funding this position would provide dedicated support for these statutory and operational responsibilities and strengthen continuity within the office.		
Fiscal Impact: Annual base salary range: \$55,000.00 to \$75,000.00. The actual salary, funding source, and any associated employer-paid benefits or personnel costs will be determined through the City's budget and hiring process. Council approval is requested to fund the position within the established salary range, subject to available appropriations.		
Exhibits/Supporting Documents Attached: Job Description of the Deputy City Clerk		
Contact Information: City Clerk Jewett		
Date Agenda Report Summary Submitted: 09/30/26		
Submitter's Initials: SLJ		

AGENDA APPROVAL (Submitter to obtain all required signatures and upload to the portal)		
Finance Director:	Date Approved:	
City Manager:	Date Approved:	
City Attorney or N/A ☐):	Date Approved:	
City Clerk:	Date Approved:	

FOLLOW-UP APPROVAL ACTION		
Typed Name & Title:	Date:	
Signature:		