

CITY CLERK

THE CITY OF STONECREST, GEORGIA



PUBLIC SECTOR EXECUTIVE RECRUITMENT



CAREER OPPORTUNITY

The City of Stonecrest presents a unique opportunity for accomplished professionals. As one of Georgia's newest startup cities, the Mayor and City Council first contracted with a private firm to run all operations. As of January 1, 2022, the City will take most functions in-house. This transition requires the City to build its own administrative infrastructure, and to that end, this is one of several leadership positions for which we are currently searching.



THE COMMUNITY

In November 2016, an Act of the Georgia General Assembly established the City of Stonecrest with distinct executive and legislative authority. Located 11 miles east of Atlanta in DeKalb County (the state's fourth largest county) Stonecrest has a population of 59,194.

Stonecrest is solidifying its identity after almost five years as a city. Assisting in this transformation are impressive homes enveloped in safe, vibrant communities. Houses become homes once families move in. With houses priced in the \$168,000 to \$895,000 range, the city has a home for everyone desiring to join the Stonecrest family! Work has many meanings to different people and as a city, Stonecrest caters to them all. From corporate employment, contract-work, to entrepreneurship, opportunities abound for business in Stonecrest. The city is very fertile for existing, expanding, or startup businesses. Stonecrest provides many shopping options to include furniture showrooms, vehicle dealerships, specialty clothing shops, and so much more.

The City of Stonecrest desires to be a community that embraces the culture and arts and become a destination for sports and entertainment. Stonecrest is committed to being a "City of Innovation and Excellence" throughout the world. The city balances the need to grow and prosper in a sustainable manner and where citizens, businesses, commerce, and educational institutions are involved in decision making and building a high quality of life for Stonecrest Citizens. Further, the city promotes public safety, neighborhood unity and strong schools. Additionally, Stonecrest has many options when it comes to education ranging from elementary, secondary or higher education. For more information, visit: [Comp-Plan-2038.pdf](https://www.stonecrestga.gov/Comp-Plan-2038.pdf) ([stonecrestga.gov](https://www.stonecrestga.gov))

CITY GOVERNMENT

The City of Stonecrest operates under a Council-Manager form of government that combines the political leadership of elected officials in the form of a Mayor and City Council, with the managerial experience of an appointed city manager. The Stonecrest City Council Members are the leaders and policymakers, elected to stand for various segments of the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The Mayor and City Council appoint a manager to carry out policies and ensure effective, efficient, and responsive professional service to the entire community. The City Manager selects department directors to lead council directed programs and initiatives.

VISION

The City of Stonecrest has an aesthetically pleasing physical and natural environment with interconnected parks, trails, and public spaces for the enjoyment of citizens to live-work-play and worship-shop educate now and for future generations.

MISSION

"Community, Commerce and Culture working together as a world class city."

COUNCIL PRIORITIES

Since transitioning to the Council-Manager form of government in April of this year, our elected leadership has focused on the following:

- Citizen engagement
- Transparency
- Smart growth and land use
- Service enhancements in response to public demand
- Responsible financial management and strengthening policies



Among several goals identified in the City's Comprehensive Plan 2038 are the following:

- To protect and enhance the city's unique qualities while embracing growth and ensuring services, safe and attractive neighborhoods, and good work opportunities.
- Attract, and recruit new businesses and development opportunities.
- Promote & brand the City of Stonecrest as a destination for business, leisure and residential living.
- Ensure that Stonecrest has a sufficient quantity and variety of housing types and densities to accommodate projected growth and promote other community goals.
- Develop a talented workforce to support the employment needs of new and existing businesses.
- To maintain Stonecrest's character and sense of place provided by the city's natural and historic resources while allowing property owners to enjoy their land, while being able to realize benefits from ownership.

THE CITY CLERK

Under the general administrative direction of the Mayor and City Council, the City Clerk performs duties as set forth by the City Charter and serves as Records Manager for the City of Stonecrest. The City Clerk's Office will record the official minutes of the City Council meetings and prepare agendas and supporting materials. The City Clerk's Office coordinates with liaisons within the city organization to ensure that agendas, minutes and records retention requirement are met. The City Clerk's Office coordinates the city's elections by ensuring that they are conducted in accordance with the Georgia State Election Board Election Code. The City Clerk also works with other departments and the City Attorney to ensure that requests for public information are fulfilled in a manner consistent with the Georgia Open Records Act. The City Council has directed that the City Clerk's Office will address all Open Records Request for the entire City. The City Clerk therefore serves as the custodian of all official records of the City and oversees the Records Management Program for the City. The ideal candidate should have proven experience in public sector records retention policies and procedures. Demonstrated knowledge and familiarity of municipal laws and operating procedures is essential. The City Clerk should be able to utilize a variety of advisory data and information including the Georgia Local Government Code, Election Law Manual, Georgia Open Meetings and Records Act Handbook, and the City Code of Ordinances.

With the support of a deputy city clerk, the City Clerk serves as a strategic business partner to the Mayor and City Council, City Manager, and other departments in the city to identify, update and maintain city-related ordinances and documents.



ESSENTIAL JOB FUNCTIONS

- Attends City Council meetings and prepares minutes of the meetings.
- Oversees the preparation of the City Council agendas.
- Coordinates the preparation of legal documents and executes required forms and notices; directs the official publication of notices and legal documents.
- Accurately record and carefully preserve the legislative history of the City
- Establishes and maintains a filing system for the City Clerk's Office.
- Coordinates the appointments and membership records of all city boards and commissions
- Responds to questions regarding municipal regulations, ordinances, resolutions, and other official actions.
- Maintains citywide records retention program; updates with Georgia State Library and maintains Open Records policy for all City departments.
- Provide the public timely access to City records and information
- Coordinates development and incorporation of citywide document imaging system and associated regulations.
- Coordinates municipal elections according to established state election laws and schedules, including early voting.
- Provides an active level of leadership to the staff.
- Provides input on budget recommendations for the Clerk's Office to the city manager and city council.
- Responds to citizen inquiries and has extensive interaction with the public.

DESIRED CAPABILITIES

Excellent Customer Service Skills:

The City Clerk is a key member of the City's management team and requires highly developed technical skills, polished communication and presentation skills, and is able to perform well under pressure, while consistently meeting established deadlines. Additionally, the City Clerk is able to develop and maintain credibility, trust and respect with elected officials, city staff at all levels, the public, internal and external stakeholders.



Records Retention Expertise: The City Clerk has a high level of competence, knowledge of best practices and verifiable experience directly related to public sector records retention, municipal elections, council agendas and meeting notes, documentation and related procedures.

Outstanding Communication Skills: The City Clerk is an effective communicator who is able to convey ideas, processes, and concepts in both oral and written forms. The City Clerk is also a skilled proofreader, and ensures that official city documents including council agendas are free of errors, and consistent with established standards and protocol.

Subject Matter Expertise: The City Clerk is knowledgeable of state, federal, and local laws governing municipal operations, records management, and records retention requirements. Additionally, the City Clerk is proficient in project management and is proficient in office and business specific software, including databases, presentation programs, and Microsoft Office.

Excellent Team Builder: The City Clerk is politically astute who is able to refrain from engaging in politics and displays impeccable character, candor and professional reputation at all times.

Unquestionable Commitment to Continuous Learning and Service Delivery Excellence: The City Clerk has an active commitment and appropriate level of involvement in professional networking and training to keep the city abreast of applicable technology, equipment, and legislation that impacts the city and that will enable the city to respond to current and future service demands.

EDUCATION AND EXPERIENCE

A Bachelor's degree in business or public administration, political science or a closely related field, from an accredited college or university and a minimum of five (5) years related professional experience is highly desirable. Selected candidate must possess or secure a valid Georgia Notary Public Certificate within 60 days. Additionally the successful candidate must attend a 15-hour mandatory orientation training presented by the Georgia Municipal Association, and Carl Vinson Institute of Government. Certification by the International Institute of Municipal Clerks (IIMC) as a Certified Clerk is preferred.

COMPENSATION AND BENEFITS

The City of Stonecrest offers a competitive benefits package that includes a salary range of \$75,000 - \$100,000 depending on experience and qualifications. Additionally, the city will offer a generous benefit package that is competitive with the local market.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/3159>

Application review begins on Friday, November 15, 2021. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information, including due diligence questionnaire, written questionnaire, references, and a formal interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications until the city reaches an agreement with a finalist. The ability to clear a criminal background check and pre-employment drug screen is required. For more information, please email Edward Williams at edward.williams@bakertilly.com or call (214) 842-6478.

The City of Stonecrest, GA is an Equal Opportunity Employer and does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, marital status, disability, or age in its programs and activities.

Under The Georgia Open Records Act, information from your application, resume or related materials may be subject to disclosure or release to the public at any time during the process. Baker Tilly Public Sector Executive Recruiters will endeavor to maintain confidentiality of all applicant information as long as possible and to the extent allowable by local or state laws.



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