



**City of Waleska
Job Vacancy Announcement**

City Clerk
City of Waleska

The City of Waleska, GA seeks qualified candidates for the position of City Clerk. This position reports to the Mayor and a six-member council. The position serves as chief administrative officer of the City and carries out the policies and directives of the Mayor and Council. Under the oversight of the Mayor and Council, the position oversees all aspects of the City government, including the day to day operations of the City, development and implementation of all programs and events, management and administration of the City budget, records management, contract management and administration, and management and supervision of all City employees.

Applicant should have knowledge of general management, accounting practices, personnel management, public relations, and possess the skills to coordinate with local, state and federal entities. Previous experience in local government management is preferred, but not a requirement. The salary will be determined based on qualifications and experience.

All applicants must submit a letter of interest and resume to: City of Waleska, 8891 Fincher Road, Waleska, GA 30183 or by e-mail to rsmith@cityofwaleska.com.

The City of Waleska is an equal opportunity employer.



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Job Vacancy Announcement**

Administrative Assistant

Salary: DOQ

Open Period: Open Until Filled

Position Information: Permanent Full Time With Benefits

Job Duties:

Performs administrative duties including, but not limited to, payables, payroll and other related accounting functions. Answers phone calls, customer questions and administrative support to City Clerk/Manager and Water Clerk as needed.

Minimum Qualifications:

High School Diploma or GED; supplemented by two years' experience providing clerical/accounting functions; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the position. Must possess and maintain a valid Georgia driver's license. Drug Screening and Background Check are required before hire.

Application Procedures:

Please mail or deliver applications/resumes to: City of Waleska-Attn: Robyn Smith, 8891 Fincher Road – Waleska, GA 30183. Applications are available at City Hall, Monday thru Friday from 8:30 am to 4:30 pm and also on the City website: www.cityofwaleska.com Please email resume/application to: rsmith@cityofwaleska.com

The City of Waleska, Georgia is an Equal Opportunity Employer