

## **TOWN OF MASON**

### **CITY RECORDER**

THE TOWN OF MASON Is currently accepting applications for the position of City Recorder.

#### **REQUIRED KNOWLEDGE AND ABILITIES:**

Knowledge of the application of accounting principles to municipal finance. The laws, rules and regulations pertaining to the office of city recorder and the city governing body. Enforce all ordinances of the City, including the provisions of all franchises, leases, contract, permits, and privileges granted by or pertaining to the running of the City. Knowledge of city ordinances and State laws. Knowledge of modern office procedures. Ability to establish and maintain effective working relationships with the public, subordinates and other employees. Contact with the public and media, in a variety of situations, is frequent. Ability to plan and direct the work of subordinate personnel.

**QUALIFICATIONS** Graduation from an accredited high school, preferably with course work in business/public administration, accounting or finance. At least 3-5 years of experience in accounting, finance, or advanced clerical work including experience in the supervision of others. Must have an ability to be bonded. Applications may be picked up at The Town of Mason. Applications and resumes may be emailed to [masoncitysondra@rittermail.com](mailto:masoncitysondra@rittermail.com), mailed 12157 main street mason, tn. 38049 to the attention of Sondra Teamer.

Vacancy open until filled