The City of Shelbyville (population 20,330) is accepting applications for a City Recorder. This is a highly responsible, Department Director level, administrative position. Shelbyville is a historic, economically and racially diverse community located in southern Middle Tennessee and is the county seat of Bedford County.

The City Recorder is responsible for the official records of the City, including minutes, ordinances and resolutions. The position is responsible for all Public Notices of meetings and hearings in compliance with local procedures and the open meeting law. This position oversees the property tax and business license activities. As a Charter defined officer, the position is appointed by the Mayor and City Council, with limited supervision, and reports to the City Manager.

Desired qualifications include a Bachelor’s degree in Public Administration, Political Science, Business or a related field from an accredited university; five (5) to seven (7) years relevant experience in local government is required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Certification as a Municipal Clerk and Recorder in the State of Tennessee will be required.

Salary range of $39,000.00-$49,610.00, plus excellent benefits.

Letters of interest and resumes should be submitted on or before Friday, July 18, 2014, to City of Shelbyville, Attention: City Manager, 201 N. Spring Street, Shelbyville, TN 37160.

Successful applicants will be required to pass a background check, physical, psychological and drug/alcohol test prior to final consideration for the position. The City of Shelbyville is a Drug Free Workplace and an Equal Opportunity Employer and does not discriminate with regard to race, color, sex, age, disability or national origin.

For more information, please visit our website: www.shelbyvilletn.org

City Manager, James R. Johnson