



City of Bromley Seeking Part-Time City Clerk

Individual must work every Wednesday at the city building (226 Boone Street, Bromley) during the office hours of 9:00 am to 11:00 am and are required to be in attendance at all monthly Council Meetings as well as any Special Meetings that arise. Additional work outside of office hours may be required and is expected if the need arises but can be done at home, if the task allows.

Duties include preparation of documents required at Council Meetings such as the agenda, attachments, reports and other documents. Publicize meetings as legally required. Record and document all meetings. Custodian of all city records and responsible for the codification of the city's ordinances. Public liaison with duties such as advertising on Facebook and the city's website and responding to all citizen requests. Issuance of the city's rental licenses. Alcohol Beverage Control Administrator. Additional responsibilities include support to the Mayor and City Council members as needed as well as other miscellaneous office duties.

Requirements: Individual must be proficient in Word and Excel and have basic computer, secretarial and customer services skills as well as possess strong verbal communication skills. High school diploma required as well as previous office experience. Individual must be a self-starter and have critical thinking and research skills. Please email a resume to tstahl@cityofbromley.com or feel free to drop a copy in our city mail slot which is in front of the city building located at 226 Boone Street, Bromley, Kentucky.