

EMPLOYMENT NOTICE

The Jacksonville Civil Service Board will be accepting applications to establish a register for the position of **CITY ADMINISTRATOR** from 8:00 AM on April 23 through 2:00 PM on May 14, 2018. Applications may be obtained at the Civil Service Office located at 650 Mountain Street NW, Jacksonville, AL, 36265, or downloaded at www.jacksonville-al.org. Application and required documents can be hand-delivered or mailed to the Jacksonville Civil Service Board, or emailed in PDF format to: civilservice@jacksonville-al.org

QUALIFICATIONS

- Graduation from a four-year accredited college or university with a Bachelor's Degree in Accounting, or Public Administration, Business Administration, Finance or a related field, with a minimum 12 hours of course work in accounting, preferably supplemented by a related graduate degree or graduate-level coursework or training in governmental finance/accounting, auditing, or public administration.
- Five or more years of management experience in finance/accounting, preferably governmental, or a related field.

NECESSARY SPECIAL REQUIREMENTS

- Must be bondable.
- Must possess a valid driver license and a driving record suitable for insurability.
- Successfully pass the City's required pre-employment drug screening test.

Range: 36

Salary: Minimum - \$27.01; Maximum - \$44.65

EOE

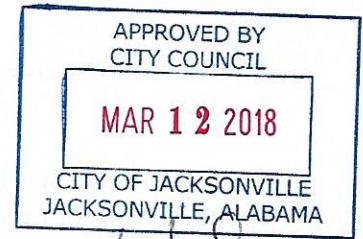
Civil Service Board Contact

Pamela Mason, Civil Service Clerk
650 Mountain Street NW, Jacksonville, AL, 36265
(256) 435-9695
civilservice@jacksonville-al.org
Office hours: 8AM-2PM

**JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA**

MAYOR'S OFFICE

CITY ADMINISTRATOR



RANGE: 36

CODE: 101

DESCRIPTION

The City Administrator shall have general management and control of the administration of the financial affairs of the City as well as supervisory responsibility for other departments/divisions of the City, as assigned by and under the direction of the Mayor. Responsibilities include financial planning, accounting, investment management, and budget administration. Responsible for acting as financial advisor to the Mayor and City Council. Supervision is exercised over the following departments/divisions: Finance, Building, Planning, Human Resource, PARD and Library. Work is performed with wide latitude for the application of independent professional judgment within the framework of policy direction from the Mayor and applicable laws, rules, and regulations. Work reviewed through external audits and through observation and evaluation of results obtained and answerable to the Mayor.

EXAMPLES OF WORK PERFORMED

(List may not include all tasks which may be assigned to positions in this class.)

Supervises departments, divisions, and offices.

Responsible for the management of: city funds, account receivables and payables, assets, contracts, bids, public works projects, grants, investments, bonds and proceeds. Coordinates preparation and distribution of the cities audited annual financial report.

Aids the Mayor and Council in developing the city's annual and long range financial plans. Manages development of the annual budgets; coordinates budget requests and meetings, subject to the direction of the Mayor. Monitors the city budget throughout the year; prepares monthly revenue and expenditure reports.

Interacts with the Mayor, Council, department/division heads, employees, agencies, authorities, banks, financial institutions, businesses, news media and citizens to give or receive information.

Knowledge, Skills, and Abilities

Skill in dealing with elected officials, department/division heads, employees, businesses and the public required.

Knowledge of computer systems, personal computer applications, computer operations and the ability to operate a variety of office equipment required.

Ability to obtain necessary certifications and training to perform the essential functions of the job required.

Ability to exchange financial information, including giving/receiving assignments and/or directions to/from co-workers, or assistants, as well as communicating with the Mayor, department/division heads, city attorney, and the general public required.

Knowledge of the legal requirements relating to the operation, accounting, revenue, payroll, and auditing programs in a municipality preferred.

Knowledge of the principles and practices of municipal finance and revenue administration, governmental accounting, investing, budgeting, and auditing preferred.

Qualifications

Graduation from a four-year accredited college or university with a Bachelor's Degree in Accounting, or Public Administration, Business Administration, Finance or a related field, with a minimum 12 hours of course work in accounting, preferably supplemented by a related graduate degree or graduate-level course work or training in governmental finance/accounting, auditing, or public administration.

Five or more years of management experience in finance/accounting, preferably governmental, or a related field.

Necessary Special Requirements

Bondable.

Possess a valid Driver's License and have a driving record suitable for insurability.

Successfully pass the City's required pre-employment drug screening test.

Date Received
(Office Use Only)

APPLICATION FOR EXAMINATION
RETURN TO
CIVIL SERVICE BOARD
650 Mountain Street, NW
Jacksonville, Alabama 36265
256/435-9695, civilservice@jacksonville-al.org

INSTRUCTIONS: Applications must be received by the Civil Service Board or postmarked on or before the closing date indicated on the announcement. A separate application is required for each examination. ALL BLANKS MUST BE FILLED IN WITH TYPEWRITER OR WITH INK.

1. Job Applying For _____
(Use Title on Job Announcement)

2. Name _____
(Print) LAST NAME FIRST MIDDLE

3. Address _____
NO. AND STREET, RD. OR PO BOX APT NO. CITY STATE ZIP CODE

4. How long have you lived at this address? _____ 5. Telephone# Home _____ Cell _____

6. Have you ever been convicted of any offense other than a minor traffic violation? YES/NO
Conviction is not necessarily disqualifying. Give the facts and dates of your conviction(s):

7. Are you a U.S. citizen? YES ___ NO ___ 8. Email address _____

9. Education: You **MUST** attach a copy of your diploma or G.E.D. certificate or it will not be considered.

A. Did you graduate from High School? YES or NO If NO, Highest grade completed _____

B. If you have a high school equivalency certificate, give the year and place the certificate was granted.

Year: _____ Place: _____

C. Give last high school, grade school, or trade school attended:

Name of School: _____ Location: _____ Dates Attended: _____ Course: _____

D. List any colleges, business schools, or technical schools you attended: You **MUST** attach a copy of your degree, certificate, or diploma or it **WILL NOT** be considered. If you did not graduate, you **MUST** attach a transcript of your college work for it to be considered.

Name of School	Location	Course/Major	Dates Attended	Degree or Certificate Received
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E. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, certificate (if any), dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying.

10. List three persons professional references:

<u>NAME</u>	<u>PHONE#</u>	<u>RELATIONSHIP</u>
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1. _____
2. _____
3. _____

The City of Jacksonville is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, creed, color, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

WORK HISTORY

Beginning with your PRESENT or most recent employment, list in REVERSE ORDER periods of employment. Each time you changed jobs or your title changed should be listed as a separate period. Give complete information, especially about the kind of work you did. **You MAY NOT substitute a Resume for this information, but you may include one with your completed application.**

11. 1. Present or most recent period of employment:	Employment Period	Pay Per Hour	Reason for Leaving
Employer: _____	From _____	Beginning \$ _____	_____
Location: _____	Month Year		
Phone #: _____	To _____	Last \$ _____	_____
Supervisor: _____	Month Year		
Your Position: _____	Total Months _____		

Duties: (Be Specific) _____

2. Next most recent period of employment:	Employment Period	Pay Per Hour	Reason for Leaving
Employer: _____	From _____	Beginning \$ _____	_____
Location: _____	Month Year		
Phone #: _____	To _____	Last \$ _____	_____
Supervisor: _____	Month Year		
Your Position: _____	Total Months _____		

Duties: (Be Specific) _____

3. Next most recent period of employment:	Employment Period	Pay Per Hour	Reason for Leaving
Employer: _____	From _____	Beginning \$ _____	_____
Location: _____	Month Year		
Phone #: _____	To _____	Last \$ _____	_____
Supervisor: _____	Month Year		
Your Position: _____	Total Months _____		

Duties: (Be Specific) _____

4. Next most recent period of employment:	Employment Period	Pay Per Hour	Reason for Leaving
Employer: _____	From _____	Beginning \$ _____	_____
Location: _____	Month Year		
Phone #: _____	To _____	Last \$ _____	_____
Supervisor: _____	Month Year		
Your Position: _____	Total Months _____		

Duties: (Be Specific) _____

5. Next most recent period of employment:	Employment Period	Pay Per Hour	Reason for Leaving
Employer: _____	From _____	Beginning \$ _____	_____
Location: _____	Month Year		
Phone #: _____	To _____	Last \$ _____	_____
Supervisor: _____	Month Year		
Your Position: _____	Total Months _____		

Duties: (Be Specific) _____

12. May we contact your current employer? YES / NO

13. Show other experience by using additional sheets.

14. NOTICE: You MUST attach a copy of a photo I.D. or you may be disqualified.

15. I hereby certify that all statements made hereon and attached hereto are true and correct to the best of my knowledge. Any false statement may be cause for denying me the right to examination or employment.

Date _____ Signed _____

CITY OF JACKSONVILLE

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Jacksonville, Alabama, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Jacksonville, Alabama. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

WITNESS

SIGNATURE (FULL NAME)

Address _____

Phone # _____

Date of Birth _____

State Driver's License# _____

Social Security # _____