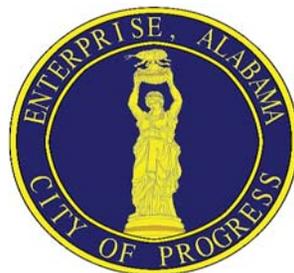


# THE CITY OF ENTERPRISE

*“The City of Progress”*



Advertising for City Clerk/Treasurer





Enterprise is where Southern hospitality and gracious living still abounds. You will find the charm of small town living with all amenities and services of a much larger community.

Families enjoy City sponsored adult and youth sports programs conducted at nine public parks and a 10-acre lake with walking trails.

Dining opportunities are diverse and plentiful from locally owned and nationally known eateries. Weekend adventures to the “World’s Most Beautiful Beaches” in Florida is an easy 90 mile drive.

Enterprise supports a high quality City school system that serves 7100 students in grades 1-12. The system offers advanced placement courses, academic dual enrollment courses, and career/technical education courses. In 2017, the system was ranked as one of the top ten systems in Alabama by the Niche Report. Post-secondary education is available through Enterprise State Community College and Troy State University only 30 miles away.

Enterprise is proud to be a gateway city to Fort Rucker, “The Home of Army Aviation” and the largest economic engine in the region. Fort Rucker serves as the Army’s primary training base for helicopter pilot training.

Enterprise is a community that expresses a great pride and gratitude for its residents that proudly wear the uniform of the US military.

In 2015, Enterprise was named as one of the top Alabama communities for economic development with 545 new jobs and \$34 million in new investments in that one year alone. Steady economic growth has been the primary reason for Enterprises’ sustained population growth, approximately 30% over the last 20 years.

With outstanding health facilities, an award winning school system, a diversity of leisure activities, sustained economic growth, higher education opportunities, and a military facility that supports the community; Enterprise is the place to enjoy a great quality of life with southern charm.

### *City Government*

The City of Enterprise operates as a Mayor/Council form of government. The Mayor and five Council members are elected to four-year terms and serve part time. The Mayor oversees the day to day operations of the City by ensuring that policies and directives of the Council are implemented.

City services are delivered to the citizens of Enterprise through 10 City departments: Administration; Communications and Information Technology; Engineering/Airport; Fire; Police; Human Resources; Parks and Recreation; Public Works; Tourism; and Water & Sewer. Quality customer service is a major focus of the more than 350 employees that serve in these departments.

### **QUICK FACTS**

**:: Date of Inc.:**

1896

**:: Area:**

30.69 sq miles

**:: Average Temp:**

High 77°F / Low 55°F

**:: Annual Rainfall:**

54.5 inches

**:: Total Population:**

28,024\*

**:: Median Household Income:**

\$63,036\*

\*2010 census





### *Position Overview-Clerk/Treasurer*

The Clerk/Treasurer is one of the highest ranking administrative officials in the City and is generally responsible with coordinating budget and financial activities of the City with the Mayor, maintaining all official records of the City, supervising staff, conducting City elections, and many other administrative and supervisory duties. This position is appointed by the City Council and while technically the term of the City Clerk coincides with that of the Mayor and City Council, our last City Clerk/Treasurer retired after almost 20 years of service. :

- Consults with the Mayor, who is the Chief Executive Officer of the City and Superintendent of the Water Board, concerning operational, financial, and personnel issues of various departments of the City and Water Board.
- Responsible for the daily operations of the Administrative Department of the City which includes oversight of functions related to revenue collections, investment of funds, development of financial reports, accounts receivable/payable, Civic Center operations, Senior Center operations, and Farmer's Market operations,
- Oversees all financial activities of the City to include working with department heads to develop an annual budget to be submitted to the Mayor and Council for their approval, overseeing all purchases to ensure compliance with approved budget, recommends budget amendments to the Mayor and Council; provides regular reports to the Mayor and Council describing the current financial condition of the City; invests City funds in accordance with policy approved by the Mayor and Council; ensures audit requirements are adhered in order to provide appropriate financial records for the annual audit.
- Prepares agendas and records minutes of official actions of the Mayor and Council, Water Board, Industrial Development Board, and other city related entities. Conducts all City elections in accordance with applicable laws and regulations; trains and supervises poll workers; works with the Mayor and Council to ensure that election results are properly certified.
- Attends all voting meetings and work sessions of the Mayor and Council, and Water Board; maintains a flexible work calendar in order to be available to attend City or public function as directed by the Mayor and Council.

## *About the Candidate*

The successful candidate for Clerk/Treasurer of Enterprise is required to have earned a bachelor's degree in Business Administration, Public Administration, Finance, Accounting, or similar degree that indicates knowledge of governmental accounting from an accredited college or university. Five years of upper level local government or business management experience is required, governmental finance or accounting experience in a local government of similar size and complexity to Enterprise is highly desirable. Evidence of continued professional development such as Certification by the Government Finance Officers Association and/or International Institute of Municipal Clerks will be noted as a positive indicator of dedication to the profession by the candidate.

Other desirable skills, knowledge, and attributes of the successful candidate include:

- Demonstrates a high level of understanding of governmental budgeting, finance, and investment/management of public funds; knowledge of governmental accounting and finance best practices that ensure proper fund management and leads to efficient use of financial resources.
- Demonstrates an openness to new approaches to governmental operations that are dynamic, progressive and sustainable; Ability to assist the Mayor and Council in developing and articulating a unified vision which establishes priorities for action by the City.
- Ability to work collaboratively with department heads to develop and manage annual budgets for approval by the Mayor and Council.
- Exhibits honesty, personal integrity, and high professional standards.
- Demonstrates exceptional interpersonal skills that treat all persons with dignity and respect; exhibits a healthy sense of humor which projects an approachable personality.
- Ability to work in a positive advisory manner with the Mayor, who is the Chief Executive Officer of the City, in resolving a variety of operational, financial, or personnel issues that may arise within departments of the City.
- Ability to explain complex financial and accounting concepts to staff, the public and elected officials in a manner that is understandable and helpful to the Mayor and Council in making difficult decisions.
- Ability to clearly communicate finance policy alternatives to the Mayor and Council, make and defend difficult recommendations in a non-confrontational manner.
- Ability to develop clear and concise agendas and accurately record proceedings of Mayor and Council official meetings and other boards/authorities; Knowledge of best practices for maintaining, tracking, safekeeping, and researching documents and official records of the City.
- Demonstrates ability to properly conduct all elections of the City in accordance with applicable local, state and federal requirements.
- Demonstrates the ability to properly delegate job responsibilities to staff without micromanaging while holding staff accountable for results; ability to recruit highly qualified support staff.

## *Compensation & Benefits*

The starting salary for the new Clerk/Treasurer will be market competitive and will be established based upon the qualifications and experience of the selected candidate. Starting salary is expected to be in the range of \$110,000-\$135,000. Reasonable relocation allowance will be provided.

The City of Enterprise provides an excellent benefits package for eligible employees, administered by the Human Resources Department. The benefits package includes paid annual and sick leave, group health, dental, and life insurance.

The City offers retirement with the Retirement Systems of Alabama, Internal Revenue Code 401(a), and a deferred compensation plan, Internal Revenue Code Section 457 - better known as RSA-1. The City offers Internal Revenue Code Section 125 - better known as a Cafeteria Plan. In addition, the City offers several voluntary insurances including but not limited to AFLAC, National Security, Humana Comp Benefits, Standard, Colonial, Cotton States, and direct deposit.

## *Apply Now*

Interested candidates must submit a cover letter, resume, at least four job related references, and salary history not later than 5:00 (ET) Sept. 25, 2017 to:

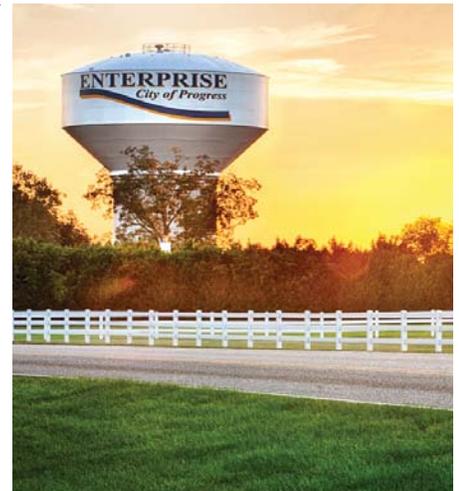
*Alan Reddish, Senior Vice-President*  
*The Mercer Group, Inc.*  
*107 Indigo Lane*  
*Athens, Ga. 30606*

*Email submittal is encouraged*  
*Alanreddish51@gmail.com*  
*706-614-4961*

The Mercer Group will begin the process of developing a short list of candidates for additional vetting upon closing of applications on Sept. 25th with the expectation that interviews will be conducted by the Mayor and Council not later than October 20, 2017.

**The City of Enterprise is an Equal Opportunity Employer**

Additional information regarding the position and how the City of Enterprise operates is available at [www.enterpriseal.gov](http://www.enterpriseal.gov)



**The Mercer Group, Inc.**  
*Consultants To Management*