

## **Public Notice- City Clerk**

The City of Cochran is soliciting applications from qualified applicants for the position of City Clerk. Applications and resumes will be received at City Hall until **Tuesday, February 28, 2017 at 4:30 p.m.**

City Hall is located at 112 West Dykes Street near downtown Cochran. In addition to the City application form, applicants are encouraged to include a cover letter and resume with at least three professional references. Compensation will be based on qualifications and experience.

The City Clerk reports to the City Manager and assists the Mayor and Council with planning and taking minutes at Council meetings and other duties. The City Clerk serves as human resources director and supervises the financial and utility billing staff. The City Clerk is also responsible for supervising the customer service clerks and ensuring that good customer service is provided to Cochran's utility customers.

Job applications are available at the City's website at [www.cityofcochran.com](http://www.cityofcochran.com), or at City Hall. Job descriptions can be obtained at City Hall. Questions concerning this position can be directed to the City Manager at (478) 934-6346.

The City of Cochran is an equal opportunity employer.