



## CITY OF BELLE MEADE POSITION ANNOUNCEMENT – CITY RECORDER

The City of Belle Meade is seeking qualified candidates for the position of City Recorder. Deadline for application is 4:00 p.m. Thursday, September 16, 2021. Primary job duties include attendance at all monthly Board meetings; preparation of all Board meeting minutes (Zoning Appeals, Bldg. Code Appeals, Municipal Planning, Historic Zoning and Commissioner); processing billing and collection of property taxes and stormwater fees; maintaining official city records and answering public records requests; maintaining citizen mailing list and mailing welcome packets to new residents; serving as office receptionist and responding to questions from the public; receipting payments and posting daily receipts; providing assistance to other staff and Commissioners. Graduation from an accredited high school and minimum of two years administrative and/or accounting experience preferred.

The successful candidate must have excellent verbal and written communication skills, be highly organized and able to meet deadlines and multitask. He/she should be able to work independently as well as effectively operate in a team environment. Proficiency in Microsoft Office software is required.

### **PAY SCALE & BENEFITS**

Beginning salary range \$44,656 - \$63,044, depending on qualifications and experience. The City of Belle Meade is an EEO, ADA, Title VI employer. The Comprehensive Benefits package includes, but is not limited to:

- Health & Dental insurance – approx. 1/3-employee, 2/3-employer contribution
- Life and AD&D policy paid by City - \$25,000
- Long-Term Disability policy paid by City after 90 days
- Longevity Pay after 3 years of service
- State of Tennessee 401k Retirement Plan and 457b Tax Deferred Annuity
- Sick leave at 1 day per month, maximum accumulation - 90 days
- Vacation: 2 weeks – 1-5 yrs., 3 weeks – 6-10 yrs., 4 weeks - 10+ yrs.
- Holidays – 10 per year

Please send application, resume, and cover letter to Beth Reardon, City Manager, 4705 Harding Road, Nashville, 37205 or email to [breardon@citybellemeade.org](mailto:breardon@citybellemeade.org). A printable application and job description are available on the City website, [www.citybellemeade.org](http://www.citybellemeade.org), by clicking on “Job Opportunities”. Please send any questions to the above email address.