

City Council
Arnetta Hilliard, Chair Pro-
Tempore
Barbara Watkins
Jerome McMullin
Lonnie Murry, Sr.
Sherene Johnson



Eddie E. Cooper, Mayor
3700 Main Street
Brighton, AL 35020
205-428-9547
cityofbrighton@att.net

CITY CLERK VACANCY

The City of Brighton, Alabama is seeking a highly organized, detailed individual to join our team as City Clerk.

As the City Clerk, you will be responsible for providing administrative support and ensuring the efficient operation of the city office. The ideal candidate must have strong computer and organizational skills, excellent communication abilities, and a passion for public service.

Responsibilities include:

Recording, editing, and maintaining minutes for all meetings.

Filing, safekeeping, and computerization of all municipal documents.

Responding to requests for information from the public, other municipalities, and city officials.

Performing general office duties such as taking dictation, typing, proofreading correspondence, and scheduling appointments.

Will also be responsible for payroll, 1099s, ands tax related forms.

Other administrative duties as requested.

Attending evening city meetings is required

Work hours are Monday-Thursday, 8:30 A.M.-5:00 P.M, Friday, 8:30 A.M.-12:30 P.M. .

Salary commensurate with experience.

Bi-lingual is a plus.

Please submit resumes to: cityofbrighton@att.net.

Must include on subject line: Municipal Clerk.

Deadline: Friday, June 28, 2024

Contact: (205) 425-4446

<http://brighton.al.org>

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