

Mayor
Joe Taylor

City Clerk
Beth Lee



Council Members
Jerry Ramsey
Randy Vice
Jeff Prince
Jameson Jenkins
Clark Hopper

CITY OF RAINBOW CITY, ALABAMA
Job Posting: Assistant City Clerk

The City of Rainbow City is currently accepting applications for the position of **Assistant City Clerk**. This is a vital administrative position that supports the daily operations of the City Clerk's Office and ensures continuity of services in the absence of the City Clerk.

Position Summary

The Assistant City Clerk plays an essential role in conducting City Clerk functions, particularly in the absence of the City Clerk. This position serves as a primary point of contact and reference for internal staff, elected officials, and the public. The role requires strong organizational skills, attention to detail, and the ability to work independently while managing a variety of administrative responsibilities.

Key Responsibilities Include (not limited to):

- Assisting with and, when necessary, performing City Clerk duties in the Clerk's absence
- Serving as a point of contact for the public, city officials, and staff
- Attending City Council meetings
- Preparing Council meeting agendas and official minutes
- Monitoring and supporting daily office operations.
- Assisting with financial and personnel-related administrative functions
- Participating in budget preparation processes
- Assisting with preparation for the City's annual audit
- Planning, developing, and conducting essential administrative tasks.

Minimum Qualifications:

- Strong organizational, communication, and administrative skills
- Ability to work independently and manage multiple responsibilities.
- Proficiency in general office procedures and computer applications
- Experience in municipal government or administrative work preferred.
- Possess a current and valid driver's license and be insurable with the City's policies.
- Possess certifications and membership of the International Institute of Municipal Clerks (IIMC) within two (2) years of employment.
- Able to travel overnight to attend meetings and training.
- Ability to pass a pre-employment background check.
- Ability to be bonded.

Additional Information

- This position is designated as **security sensitive**.
- Salary is **commensurate with experience**.
- **No definitive application deadline**: applications will be accepted until the position is filled.

Benefits

Rainbow City offers an excellent benefits package, including:

- 100% Paid BCBS Health Insurance Premium (Single or Family Coverage)
- 100% Paid Dental Insurance Premium (Single or Family Coverage)
- 100% Paid Vision Insurance (Single or Family Coverage)
- Long-Term Disability
- Vacation and Sick Leave
- State of Alabama Retirement System
- \$25,000 City-paid Life Insurance Policy
- Accidental Death & Dismemberment (AD&D) Coverage
- 10 Paid Holidays per Year
- American Fidelity (Voluntary Coverage) Cafeteria Plan

How to Apply

Applications are available online or available in the City Clerk's Office. Applications should be submitted to the City Clerk's Office at the Rainbow City Municipal Building 3700 Rainbow Drive, Rainbow City. For additional information, please contact City Hall.

Equal Opportunity Statement

Rainbow City is an **Equal Opportunity Employer**, compliant with **ADA regulations**, **Alabama Drug-Free Workplace Policy**, and participate in **E-Verify**.

I, Beth Lee, City Clerk for the City of Rainbow City, Alabama do hereby certify that this Public Notice was posted on April 14, 2026 at the following locations:

Rainbow City Municipal Building
Rainbow City Library
Local Joe's
www.rbcAlabama.com