

**NOTICE OF OFFICE AND POSITION OF CITY RECORDER -  
CITY OF BUCKHANNON, WEST VIRGINIA**

The City of Buckhannon will accept letters of interest that may include resumes, references, and recommendation letters from candidates interested in the office and position of City Recorder.

Pursuant to municipal charter or state statute, candidates must be: (1) residents of the State of West Virginia for at least one year, and of the City of Buckhannon for at least 60 days; (2) at least eighteen (18) years old; (3) legally entitled to vote in the city election for member of the common council; (4) not delinquent for payment of any city tax; and bondable in the amount of \$50,000.00.

The successful candidate shall serve as an appointed and voting member of Buckhannon's City Council through the date of certification of the May 2018 municipal election, and may file at the appropriate time for the four-year elected office and position of City Recorder which will be determined during the May 2018 City election. Ideally, the successful candidate will possess demonstrated leadership skills and be an effective oral and written communicator. Additionally, the successful applicant will possess qualities necessary in working positively with the public, other municipal officials, and other governmental officials and agencies throughout the community, State, and region.

Specific duties of the City Recorder include but are not limited to: (1) the keeping of all records and the taking and maintenance of all minutes respecting all proceedings and meetings of the City Council, the Utility Boards of the City, and all other boards, commissions and authorities established by the City of Buckhannon, specifically requiring the attendance of all such City meetings; (2) certain financial matters not undertaken by the City Treasurer as are set forth pursuant to Section 41 of the City's Charter or otherwise by state statute; (3) service as the Mayor of the City of Buckhannon in any event of the Mayor's absence, sickness, or vacancy in office of the Mayor for whatever reason; (4) the charge of all bond issues, assessments and printing; (5) purchasing agent for the City subject to the direction of the Council; (6) preparation, execution, and service of all notices required to be given to any person; (7) maintenance of all correspondence carried on by the City and any department or board thereof; (8) custodian of all of the City's books and records; (9) custodian and affixer of the City's corporate seal; (10) compliance with the West Virginia Freedom of Information Act; (11) primary conductor and overseer of City elections; (12) preparation and publication of the City's annual financial statement; and (13) such other duties as are currently or may hereafter be prescribed by municipal ordinance, state statute, or the directive of the City Council.

Candidates are subject to being thoroughly investigated, including the verification of references and the conducting of a national Criminal Identification Bureau (C.I.B.) screening.

The annual compensation for the office and position of City Recorder is \$9,000. The only fringe benefit available for this position is state retirement.

The City shall consider all application materials without regard to any applicant's race, national origin, ethnicity, gender, religion, age, handicap, familial status, sexual orientation, or any other protected class status in the appointment of the City Recorder.

Letters of interest and supporting materials shall be submitted by mail, and postmarked by no later than Saturday, September 24, 2016, addressed to: Mayor of The City of Buckhannon, 70 East Main Street, Buckhannon, WV 26201. The City Council anticipates the appointment of the new City Recorder on or about October 6, 2016, with duties to commence immediately thereafter. Any requests for further information about this position should be directed to either Mayor David McCauley or Assistant City Recorder and Director of Finance and Administration, Amberle Jenkins via the mail or by phone at Buckhannon City Hall at (304) 472-1651, during regular business hours. Dated September 2, 2016.

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David W. McCauley, Mayor