



Resolution 2025-65

STATE OF ALABAMA JEFFERSON COUNTY CITY OF CLAY

A Resolution Creating New Position of City Administrator/Treasurer And Authorizing The Mayor To Proceed With The Hiring Process.

WHEREAS, the City of Clay is a municipal corporation duly organized and existing under the laws of the State of Alabama and

WHEREAS, the Mayor and the City Council find that the functions of municipal government can be performed more economically and efficiently by creating a new position, specifically a City Administrator / Treasurer; and

WHEREAS, the responsibilities and duties for the City Administrator/Treasurer are outlined in the job description attached as Exhibit "A"; and

WHEREAS, the funding for this new position has been included in the current fiscal year budget, or the budget will be amended accordingly.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLAY, ALABAMA, while in regular session on Tuesday, December 16, 2025, a quorum duly assembled as follows:

- 1. Position Created.** The City Council hereby creates a new position of **City Administrator/Treasurer** with duties and qualifications detailed in the attached Exhibit A.
- 2. Compensation Plan.** The Mayor is hereby authorized to determine the appropriate step and pay grade for the City Administrator / Treasurer position based upon the qualifications of the prospective candidate and in considering the like positions within the state for municipalities with a population of less than 12,000 residents.
- 3. Authorization to Hire.** The Mayor or her designee is authorized to begin the hiring process for the City Administrator / Treasurer and by following all relevant laws and City policies.
- 4. Execution of Documents.** The Mayor is authorized to sign necessary documents for establishing the positions and hiring a candidate, including the offer letter with details on compensation, benefits, and start date.
- 5. Effective Date.** This Resolution is effective upon passage, adoption, and approval or as otherwise provided by law.

Jane Anderton
Mayor

Attest:



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I, the undersigned _____ of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true copy of one Resolution lawfully passed and adopted by the City Council named therein, at a regular meeting of such Council, and that such resolution is on file in the City Clerk's Office.

I further certify that said Resolution was posted as required by State Law at the following locations: Clay City Hall; Clay Post Office; Clay Seniors Center; and the Clay Public Library all being in the City of Clay.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this ____ day of December, 2025.

