

Ryan Turner



Position

City Administrator / City Clerk

Phone Number

(618) 262-4822

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[Email](#)

Profile

The City Administrator/City Clerk is the chief administrative officer for the City and is responsible to the Mayor and City Council for the administration, management of the city's official records, public disclosure, preparation of agenda packets for the City council each week, preservation of official minutes, legal noticing, operation of the imaging records management system and electronic records access, recording of legal documents, maintaining ordinances and resolutions and codification of the Municipal Code, management and operations of the internal affairs of the city. This includes the properties of the city, personnel matters, the operations of the employees and departments of the city, and all other internal affairs.

The City Administrator/Clerk's office is dedicated to serving the needs of the public with timely and quality services in a positive and professional manner and maintaining all official City

records in compliance with State, Federal, and Local regulations.

The City Administrator/Clerk is [FOIA](#) Officer for the City of Mount Carmel.the person designated to accept Claims for Damages or other Lawsuits and Public Records Requests.

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