



City of Mendota Heights **Administration**

EMPLOYMENT OPPORTUNITY

CITY CLERK

The City of Mendota Heights is currently seeking qualified applicants for the position of City Clerk. The City Clerk is responsible for carrying out all of the legal requirements of the office. These duties include administering the elections process, serving as the clerk to the city council and administering the official records of the city. This position is also responsible for various special projects including but not limited to city communications, records management and serving as a liaison to the Parks and Recreation Commission.

Required Qualifications: Qualified candidates will have experience in the following areas: principles and practices of public administration; fundamentals, principles and practices of public budgeting, finance and accounting; ability to record and condense city council minutes with an accurate and complete reflection of city council meetings; notary public; thorough working knowledge of municipal ordinances, policies, procedures, state statutes and regulations in the areas of elections, record retention and licensing; ability to establish and maintain effective working relationships with the City Council, city staff, other organizations and agencies as well as the general public; ability to exercise independent judgment and discretion in decision making with minimal supervision; ability to use word processing, spreadsheet, database and financial systems software as part of completing professional responsibilities; ability to communicate, both written and verbally, and ability to listen attentively.

Minimum requirements: Requires a bachelor degree in public administration, business administration, urban and regional studies or a related field and five years of increasingly responsible experience in local government. An equivalent combination of education and work experience may be considered for this position.

2010 Salary: \$49,971.00 - \$60,740.00 plus excellent benefits.

For required application, call 651-452-1850, go online at www.mendota-heights.com or in person visit City Hall, 1101 Victoria Curve, Mendota Heights, MN 55118. All applicants must submit two writing samples associated with their most current employment position, a cover letter, and completed application to Mary Hapka postmarked or dropped off no later than 4:00 pm. Friday, September 3, 2010.

An Equal Opportunity Employer