

City of Seward
POSITION ANNOUNCEMENT
City Clerk

The City of Seward is seeking applications for the position of City Clerk. Salary is DOE. This position works directly for the City Council and prepares agenda packets; attends meetings and keeps records of proceedings; administers oaths and attests Mayor and City Manager signatures on documents; serves as parliamentarian; performs legal research; publishes all legal notices regarding council and board actions as required by law; establishes office policy; administers, coordinates and supervises elections for the City, Borough, State, and Federal elections; composes resolutions and ordinances for approval; provides for the codification and indexing of city ordinances; administers business permitting and licensing programs; and prepares and monitors the department's budget. The City Clerk supervises the records management for the city and authenticates records as necessary. The City Clerk supervises employees within the City Clerk department which includes the responsibilities of training, hiring, firing, evaluating performance and disciplinary actions.

Must have a bachelor's degree in business administration or public administration, or an equivalent combination of experience and training displaying at least five years of high level administrative or management experience requiring independent judgment and initiative, preferably in the area of municipal government. Must have good organizational and grammar skills. Certification as a Certified Municipal Clerk (CMC) is preferred. Must be familiar with state and local legislative and election procedures.

Send employment application, resume and a cover letter describing your qualifications and desire for the job, to the City Clerk's Office, City of Seward, P.O. Box 167 Seward, AK 99664-0167 by **September 5, 2017**. Visit <http://www.cityofseward.us/index.aspx?NID=878> to obtain a job description and application for employment. Applications are public record and cannot be confidential.
