

# **IN-HOUSE POSITION VACANCY**

## **CITY CLERK**

The City of Leavenworth, an equal opportunity employer, is seeking applicants for a full-time City Clerk position in the Finance / Records Department that is anticipated to begin as early as August 1, 2022. Frequent attendance at meetings outside of regular work hours is required. The City Clerk is responsible for activities and operations of the City Council legislative process and provides administrative support to the Finance / Records and Administration Departments. The City Clerk, initially under the direction of the Finance Director, will manage the duties of City Council functions, preparing agenda materials and minutes and assisting with development and/or review of resolutions, ordinances, proclamations, and reports as well as managing all city records for archiving, retention and destruction. The City Clerk will be designated as the Public Records Officer and will be responsible for all public records requests and processing of all legal documents. See attached job description for more details. If you are interested in applying for this position, the deadline for submitting your application and resume by 4:00 PM on July 15, 2022 to Chantell Steiner, Finance Director/City Clerk at [financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com) or in person.