

New Job Posting

April 26, 2022

City Clerk—City of Mission, Kansas

The City of Mission, Kansas is seeking qualified candidates for the position of City Clerk. Under the direct supervision of the City Administrator, the person plays a key role, performing a variety of professional and administrative tasks in support of the administration of the City. Performs the duties of City Clerk in accordance with State statues, City ordinances, and City policies. The City Clerk is responsible for preparing Council packets, the meeting set-up, attending each meeting, taking minutes and records each action. The position will maintain official city documents including recording, filing, scanning, archiving and destruction and will maintain contracts, agreements, appointments, proclamations, resolutions, ordinances, and records. The person in this position ensures that municipal code is updated and properly codified. Issues business, massage, alcohol, and special event licenses or permits and deposits and records payments. Prepares and publishing official notices in the newspaper and websites, updating the city website and social media for Council meetings, committee meetings and special events. Responds to requests for information under Open Records and Open Meeting requirements. Work schedule requires attendance at evening meetings several times each month. **Required Education and/or Experience:** Two to three years related experience and/or training; or Associate's degree; or equivalent combination of education and experience. Education may include finance, accounting, or a closely related field. Local government experience preferred. Candidates must have a valid driver's license. Notary Public, Certified Municipal Clerk, preferred. Master Municipal Clerk preferred. **Preferred Education and/or Experience:** Four to five years related experience and/or training; or Bachelor's degree from college or university; or equivalent combination of education and experience preferably in a fast-paced local government setting.

Salary Range: \$51,142 - \$74,132 DOQ. Job Type: Full-time. The City of Mission offers a comprehensive total compensation package including competitive wages, exceptional benefit package, paid leave time, and retirement options. www.missionks.org for more information

To Apply: Submit cover letter and resume to resumes@missionks.org

Position is open until filled. Review of applications begins May 2, 2022. EOE

To advertise your position through our network, please send the job ad to [IPMA-HR Job Blast](#).

As a reminder, you can always see current job postings at https://www.ipma-gkc.org/employment_opportunities.php