

## **City Clerk**

The City of Marysville, Kansas seeks a dedicated and energetic professional to serve as the next City Clerk.

The Marysville Administration Department operates with six (6) full-time employees, three (3) of which are under the direction of the City Clerk. Marysville is a growing community of 3,405 located at the intersection of Highway 36 and 77. Marysville is an hour north of Manhattan and an hour and a half south of Lincoln, NE.

The City Clerk is hired by the City Council but serves under the direction of the City Administrator. The City of Marysville is a Mayor-Council-Administrator form of government with eight (8) Council Members from four wards and a mayor that is elected at-large. The City Clerk is an exempt position reporting to the City Administrator.

### **Ideal Candidate**

The ideal candidate will have proven experience in both the administrative/finance and supervisory/management areas. The City Clerk is expected to provide a proactive and engaging leadership style that seeks continuous improvement and community engagement. The ideal candidate will have an appreciation for a small community and the challenges and benefits associated with government in a small community.

The City Clerk will need to be accessible to the public and eager to collaborate and partner with other cities. The Clerk will be active within the community and will frequently interact with various groups and businesses within the community. The Clerk is expected to have excellent written and verbal communication skills and be willing to communicate with staff and the community in an open and experienced manner.

### **Job Requirements**

**Experience:** Five to seven years related experience, including supervisory experience required, or Associate's degree (A.A.) or equivalent from two-year college or technical and three to five years related experience. Other relevant education and work experience may be considered.

**Certification:** City clerk's certification is preferred.

**Education:** High school diploma or general education degree (GED).

**Driver's License:** Must possess a valid driver's license issued by the State of Kansas or eligible to obtain one within six months of appointment.

**Residency:** Residency within the city limits of Marysville is preferred.

**Background:** Successfully complete a personal, financial, employment, academic and criminal background check.

### **Salary and Benefits**

The pay range is \$25.28-\$44.29/hour. The starting salary is negotiable, based on qualifications. The position is Exempt by FLSA. In addition to salary, The City of Marysville offers a competitive benefits

package, including up to 100% paid for single health care, dental, and life insurance and 85% family health care. Family dental and life insurance are available as well. This position participates in Kansas Public Employees Retirement System.

Please review the entire job description on [www.cityofmarysvilleks.com](http://www.cityofmarysvilleks.com).

Submit a cover letter and resume to:

City of Marysville

Attn: City Administrator

209 N 8<sup>th</sup> Street

Marysville, KS 66508

Open until filled. First review January 13, 2025.

Posted December 20, 2024.