NOTICE OF VACANT POSITION

VACANT POSITION

The City of Perry, a vibrant, growing community in central Iowa, is seeking an individual to serve as City Clerk.

Primary Responsibility:

The City Clerk supervises and participates in all functions of the City Clerk’s office including record keeping and dissemination of information. Develops City Clerk office procedures and coordinates activities with other departments and agencies. Attends City Council meetings and other sessions as necessary and records proceedings. Supervises and participates in reporting, filing, indexing and safekeeping of all City records and City Council proceedings. Assists the City Administrator and Finance Officer in budget preparation as needed. Maintains City cemetery records, sales, transfers and marking of plots. Acts in the absence of Finance Officer and assists the Finance Officer as necessary. Performs other duties as assigned.

Pay range $50,000-$60,000, DOQ.

Full Job Posting can be found at http://www.perryia.org/employment-opportunities.html.

Cover letter and resume can be sent to the attention of the Sven Peterson, City Administrator.
E-mail: sven.peterson@perryia.org,
Mail: Sven Peterson, City Administrator, Perry City Hall, 1102 Willis Ave P.O. Box 545, Perry, Iowa, 50220.

Resumes will be accepted through March 31, 2020.

The City of Perry, Iowa is an Equal Opportunity Employer.