



City of Leawood

Job Posting

CITY CLERK

Department: Administration

Starting Pay Range: \$68,265.60 - \$86,642.40 / year, DOQ
(This is a benefits eligible exempt position.)

Job Summary

The City Clerk is a professional position with a high degree of responsibility for managing all aspects of the City Clerk's Office. The City Clerk is responsible for supervising all activities of the City Clerk's Office in accordance with State statutes, City ordinances and City policies. Responsibilities include preparing, updating and maintaining all official documents of the City, serving as the City's records custodian and records manager, and keeping accurate records of all proceedings of the Governing Body.

Education and/or Experience

Must be proficient in Microsoft Office, specifically Word and Access. Bachelor's degree in business, public administration or related field or equivalent. Must have a minimum of seven (7) years of City Clerk, City Administration, Legal or equivalent experience in a municipality. A minimum of two (2) years of supervisory experience, preferred. Must be a Certified Municipal Clerk through the International Institute of Municipal Clerks or be able to obtain certification within one (1) year of hire or promotion. Must be a Kansas Notary Public.

Applicants will be required to submit an online employment application along with a cover letter and resume.

To apply go to the posting link at <https://www.leawood.org/human-resources/>.
