



# JOB ANNOUNCEMENT

## CITY CLERK

The City of Gunnison is seeking a qualified individual for the position of City Clerk. The City Clerk performs many functions such as being clerk to the City Council; developing council agendas; managing records; supporting public communication and ensuring appropriate public notices; completion of minutes; processing liquor and marijuana licenses; conducting municipal elections; advising the Youth City Council; and functions as the municipal court administrator. Working under the supervision of the City Manager, the City Clerk supervises the Deputy City Clerk and the Municipal Court Clerk. The City Clerk position is exempt from the Fair Labor Standards Act overtime requirements.

The desired qualifications include two years of college studies plus three years of managerial experience, must possess or have the ability to obtain an International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk designation within four years of appointment. Experience using electronic document management systems is preferred.

The starting salary range for this position is \$63,000 to \$74,000 per year plus benefits, based on qualifications. Send application, cover letter, and resume to Tammy Shelafo, 201 W. Virginia Ave., P.O. Box 239, Gunnison, CO 81230 or email to [tshelafo@GunnisonCO.gov](mailto:tshelafo@GunnisonCO.gov) The first review of applications is November 1, 2017. Position is open until filled.

Visit the City's website at [www.GunnisonCO.gov](http://www.GunnisonCO.gov) for more information.