

JOB OPPORTUNITY CITY OF MANASSAS

DEPUTY CITY CLERK

Salary: \$46,196.80 - \$76,211.20

The Manassas City Clerk's Office is seeking a qualified applicant to assist with professional and modern administrative work involving statutory and other duties within the City Clerk's Office.

Hiring Salary Range: \$46,196.80 - \$61,193.60

The successful incumbent in this position will be able to assist with the preparation, creation, and publishing of agenda packets for City Council and various committee meetings. Consistently provides excellent customer service to internal and external customers, including citizens, staff, elected officials, and representatives from outside agencies. Manages the records associated with the official actions taken by the City Council, information pertaining to various Boards, Committees and Commissions, and other important documentation as it relates to the City. Responsible for researching legal precedence, prior legislative actions, and others matters that may arise. Performs a variety of routine and complex administrative duties that require attention to detail and strong writing and editing skills.

Associate's degree in Public Administration, Business Administration, Public Relations, Communications, or other relevant field and two (2) years of responsible administrative work experience, preferably in a municipal setting is **required**. Skill must include extensive knowledge of Microsoft Office and an aptitude to work within various computer programs and systems. Notary public certification required, or the ability to acquire upon employment, and the ability to obtain the designation of a Certified Municipal Clerk (CMC) within five years of employment. Occasional evening work and meeting attendance is required.

To apply, complete the City application at <http://www.manassascity.org/hr/jobs>

Application period will close on Friday, May 19th, 2017 and initial review of applications will begin on Tuesday, May 30th.

EOE M/F