

Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork. If you share our core values and possess a genuine sense of character with uncompromising ethics, then you may be the ideal candidate to be the next City Clerk for the City of Manassas. Are you a problem solver? Do you value diverse job duties and opportunities and adjust well to changing demands? The next City Clerk will be a politically astute professional adept at remaining apolitical in promoting open government and transparency of information to our residents, while serving as a liaison with City departments, outside agencies, other branches of governments, and the general public on behalf of City Council. As part of the City Manager's Senior Leadership Team, this individual will work with our City Manager to continually improve our high quality service delivery to our citizens and businesses, while meticulously managing the maintenance and retrieval of official City records with accuracy, integrity, impartiality, and professionalism. Must be well versed in open meetings laws in Virginia, agenda development and distribution, rules of procedure, and recording official records. Must also be knowledgeable of applicable Federal, State, and local city laws, rules and regulations pertaining to local government operations. Interested candidates are encouraged to review the full position description at <https://www.governmentjobs.com/careers/manassas/classspecs/1095350?keywords=&page=5&pageType=classSpecifications> for additional responsibilities.

This exceptional opportunity is open to individuals holding a Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field, supplemented by five (5) years of experience in performing responsible and complex administrative duties in a municipal or government setting. Significant related experience and certification may substitute for education. Certification as a Certified Municipal Clerk is desirable. Must possess and maintain certification as a Notary Public. If you're ready to take the next step in your career and join a progressive, award-winning organization, apply immediately at <https://www.governmentjobs.com/careers/manassas/jobs/2310775/city-clerk?pagetype=jobOpportunitiesJobs>. Position open until filled; first review of applications will begin on January 18, 2019.