



High Quality Career Opportunity:
Clerk of Council / Executive Assistant to the City Manager,
City of Lexington, Virginia

The City of Lexington is recruiting a highly responsible professional to perform the duties of Clerk of Council and Executive Assistant to the City Manager. Through the successful execution of this job, the person hired will play a crucial role supporting the policy making and policy implementation process for the City of Lexington. This is an exciting career opportunity for someone passionate about serving as a non-partisan, organized professional in the center of the overall governance of a high performing municipal organization.

The salary range for the position is \$39,639 to \$60,608 with the starting salary DOQ. This is a full-time, benefited position. The City of Lexington offers excellent benefits including, but not limited to, participation in the Virginia Retirement System, health insurance, twelve paid holidays, paid-time off, and meaningful professional development.

The Clerk of Council and Executive Assistant to the City Manager performs complex professional work preparing City Council and boards and commission packets in support of policy making. The Clerk is the official records keeper of the City of Lexington, and is responsible for preparing meeting minutes, serves as Lexington's Freedom Of Information Act (FOIA) and Conflict Of Information Act (COIA) officer. This position retains records according to the Library of Virginia guidelines, and serves as City's public information officer, managing the City website, social media accounts and prepares and distributes weekly City newsletter. The incumbent also prepares resolutions and proclamations. This position also supports the activities and work of the City Manager, and thus interacts with residents, business owners, other government officials, and co-workers within the City organization. This position reports directly to the City Manager and is a key contributor to the Lexington leadership team.

The successful candidate shall have any combination and experience equivalent to graduation from high school and experience in customer service or related field. Certification as a certified municipal clerk (CMC) is desired but not required. The City will expect and support whomever is hired to obtain the CMC credential within a responsible time following on-boarding. To read the full job description, please visit <https://www.lexingtonva.gov/Home/Components/JobPosts/Job/144/157>.

To apply, please address a cover letter to City Manager Tom Carroll detailing your interest and qualifications. Please also include a current, accurate resume. Please send the cover letter and resume to the Clerk of Council, Jani Hostetter, at JHostetter@LexingtonVa.gov. **The position is open until filled with the first review of applications starting on June 11, 2025.**