



## CITY CLERK

City of Mesquite, Nevada

Salary: \$74,500 - \$130,000 annually

plus excellent benefits.

Supervise, plan, and coordinate the activities and operations of the City Clerk's office; interact with other

departments, outside agencies and the general public; provide highly responsible and complex staff reports to City Manager; provide leadership for all City Clerk function including statutory responsibilities of the city clerk, electoral, legislative, and records management roles. Serve at the pleasure of the City.

The ideal candidate has at least five (5) years of full-time increasingly responsible managerial, supervisory, or administrative recent experience performing complex and responsible duties in the fields of records management, office management, or a related field, preferably in municipal government; Bachelor's Degree or equivalent from an accredited college or university in Business or Public Administration, or a closely related field.

Position Open Until Filled APPLY IMMEDIATELY. First review of applications January 31, 2024. Apply online at [www.mesquitenv.gov](http://www.mesquitenv.gov)