



CITY CLERK

City of Eloy

Salary Range: \$93,636 - \$140,454

Expected Hiring Range: \$95,000 - \$110,000

The City of Eloy seeks a highly organized and detail-oriented individual to

serve as City Clerk. This key administrative position supports the Mayor and City Council and is the vital communication link between the Council, municipal departments, and the public. The City Clerk will manage the City Clerk's Office and oversee meeting preparations, agendas, official documents, and public notices while ensuring compliance with local and state regulations.

The ideal candidate will be experienced in municipal administration, possess strong leadership skills, and demonstrate a high level of professionalism. This role involves a diverse range of responsibilities including overseeing Risk Management, administering public records requests, managing city elections, providing procedural guidance to city officials, serving as board secretary, managing AV equipment, and handling passport applications.

Deadline to apply is November 17, 2024. To apply: Forward resume, cover letter, and references to HR@EloyAZ.gov. Visit our website for more information on this position, including a complete job description at: <http://www.elayaz.gov>