

CITY CLERK

The City of Bellefontaine Neighbors is currently looking to fill the position of City Clerk. The position is full-time and reports directly to the Mayor. Primary responsibilities include managing City records as official custodian; preparing all Board of Aldermen agendas, special notifications and recording a journal of all proceedings; administering the oath of office to elected/appointed City Officials; liaison of Board and Commissions; organize elections; attend evening meetings; and performs other administrative duties to the Board as requested.

Qualifications should be at a minimum, high school diploma or equivalent; and an Associate's Degree in a related field strongly preferred. Candidate should possess a minimum of three (3) years experience in government entities, administrative or closely related field; and Notary Public License or immediately obtainable. Computer experience relating to Word, Excel, and Outlook is a must. Certified Municipal Clerk designation is desirable.

To apply, submit cover letter and resume and two work related references (e-mail preferred) to Deni Donovan at ddonovan@cityofbn.com or mail to her at 9641 Bellefontaine Road, St. Louis, MO 63137.

The City of Bellefontaine Neighbors is an Equal Opportunity Employer.