

ADMINISTRATIVE CITY CLERK POSITION

City of Denison (pop. 7,339) seeks to fill professional and administrative department head position, responsible to the Mayor and City Council for directing the operations and activities of the City Clerk's office. Individual must be experienced with public administration, municipal finance, budgeting, and standard office software. Minimum qualifications: BA degree in business or public administration, AA in related financial field with 7 years experience; experience as City Clerk or Assistant/Deputy City Clerk in city of comparable size can be substituted for academic qualifications. Certifications as a Municipal Clerk or 5 years of municipal experience preferred. See www.denisonia.com for complete description and application. Deadline for applications are April 12, 2010. Please send information to citymanager@denisonia.com or P.O. Box 668 – Denison, IA 51442, Attention City Manager. Position open until filled E.O.E.