

City of Scottsdale, Arizona

City Clerk

Annual salary range: \$132,579 to \$192,795

Application deadline: Open until filled.

First resume review: **Monday, November 30, 2020.**

Located in the beautiful Sonoran Desert at the foot of the scenic McDowell Mountains, Scottsdale, Arizona is annually rated among the nation's most desirable communities in which to live, visit, and do business. Old Town – Scottsdale's Downtown – is considered the finest urban center in Arizona. It is home to many restaurants, retail shops, and art galleries.

The City of Scottsdale is seeking a City Clerk who will embrace an innovative and progressive stance to delivering service to both internal and external customers. A good manager would be valuable, but an experienced municipal clerk is essential, particularly someone well-versed in elections administration and campaign finance regulations. The City Clerk must have infinite patience and amazing follow up. This is not a passive position and the incumbent will be a vital resource to the public, executive management in the City Manager's Office, and to members of the City Council, though the Clerk must remain politically neutral. An experienced leader with a customer-focused mentality, especially in the context of municipal administration, would be ideal.

An individual with an advanced degree and/or a Certified Municipal Clerk or Master Municipal Clerk certification is preferred.

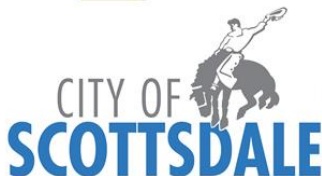
To view additional qualifications and submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) on our website: <https://executivesearch.cpshr.us/JobDetail?ID=1706>

For more information contact:

Andrew Nelson
CPS HR Consulting
(916) 471-3329

To view an online brochure for this position visit: executivesearch.cpshr.us
City of Scottsdale, Arizona website: www.scottsdaleaz.gov

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The City of Scottsdale, Arizona is an Equal Opportunity Employer.