

City: St. Francis

Position Title: City Clerk – Full Time

Salary: \$37.11- \$46.40 Hourly, DOQ

Application Deadline: 03/15/2021 5:00 pm

Job Summary: Performs a wide range of duties requiring attention to detail, deadlines, and strong administrative and organizational skills. Duties include preparing and maintaining minutes, ordinances, resolutions and other official city documents; attending and taking minutes at all city council and city charter meetings; serving as chief election official for the City of St. Francis; develop and implement a City Communication program (newsletters, website and social media accounts); assist the City Administrator with human resource functions, manages the insurance renewal process and confidential materials; conducting licensing procedures; composing correspondence, and proficiency in general office procedures and equipment. Visit [www.stfrancismn.org/jobs](http://www.stfrancismn.org/jobs) for an application and job description. Submit cover letter, resume, and city application to City of St. Francis, 23340 Cree Street NW St. Francis MN 55070 or email them to [jkohlmann@stfrancismn.org](mailto:jkohlmann@stfrancismn.org)