

CITY OF CHESAPEAKE, VIRGINIA

CITY CLERK

City of Chesapeake seeking a City Clerk who is responsible for overseeing office administration, supervising office staff, preparing and maintaining legislative actions of the City Council and handling public meeting notification of City Council meetings, work sessions, and special meetings. City Clerk maintains official City records and various data banks, reviews and attests official City documents, and reviews requests for use of the City Seal and authorizes its use.

Candidate must have considerable knowledge of local government operations and open records statute requirements, be able to work in a fast paced environment, able to make sound independent judgments, have thorough knowledge of Roberts Rule of Order and of automated records management systems and be able to establish and maintain effective working relationships with elected and appointed officials at all levels, the media and the general public.

Requires an Associate degree and five years related experience including three years supervisory experience. CMC designation required. Master Municipal Clerk certification within five years of appointment.

Additional information about the position and the community available at www.mercergroupinc.com. Click on Current Searches. Resume and cover letter submitted electronically by Jan. 15, 2016 to: jtmaxwell41@gmail.com.

[Click here to download brochure](#)