

CITY OF ASH GROVE, MISSOURI

CITY CLERK - EMPLOYMENT OPPORTUNITY

Employment Status	Flexible - Part-Time or Full-Time
FLSA Status	Non-Exempt
Employment Relationship	At-Will
Schedule	To be determined based on the selected candidate's qualifications, experience, availability, and the operational needs of the City. Mandatory attendance is required at meetings, including official sessions of the Board of Aldermen and other municipal hearings or meetings as needed.

The City of Ash Grove is accepting applications for the position of **City Clerk**.

The City is seeking an experienced, dependable, and highly organized professional to serve as City Clerk. **Previous municipal government experience is strongly preferred** due to the level of responsibility associated with the position and the current needs of the Clerk's office.

The successful candidate must be prepared to manage the regular statutory and administrative responsibilities of the City Clerk while also helping the City improve office systems, organize records, and strengthen institutional processes.

Primary Responsibilities

- Perform the statutory and administrative duties of the City Clerk for a Missouri fourth-class city.
- Prepare agendas, Board of Aldermen meeting packets, minutes, ordinances, resolutions, notices, and other official City documents.
- **Attend regular Board of Aldermen meetings, special meetings, hearings, and other official municipal meetings as required.** Applicants should understand that these meetings are frequently held outside normal business hours, including evenings.
- Maintain official municipal records in accordance with applicable record-retention and public-record requirements.
- Respond to requests under the Missouri Sunshine Law and assist the City in maintaining compliance with applicable open-meetings and public-record laws.
- Assist with municipal budgeting, fund accounting, financial reporting, accounts payable/receivable, payroll-related functions, audits, and other financial responsibilities as assigned.
- Maintain organized electronic and paper filing and recordkeeping systems.
- Coordinate calendars, deadlines, meetings, hearings, and events involving the Mayor and Board of Aldermen.
- Work closely and professionally with the Mayor, Board of Aldermen, Public Works Director, Chief of Police, City Attorney, auditors, financial institutions, vendors, other governmental agencies, and the public.
- Prepare and maintain reports and documentation required by local, state, and federal agencies.
- Prioritize the workload of the Clerk's office and appropriately delegate authorized responsibilities when applicable.
- Assist with the continued improvement and modernization of City administrative procedures and technology.
- Perform additional duties as required by law or assigned by the Mayor and Board of Aldermen.

Qualifications

- Previous experience working for a municipality or other public-sector organization **preferred**.
- Experience with municipal or public-sector budgeting, accounting, and financial reporting.
- Knowledge of municipal fund accounting and audit preparation.
- Familiarity with Missouri municipal government, Board procedures, Sunshine Law requirements, and public records.
- Experience with QuickBooks and TownCloud, or comparable financial and municipal management software **preferred**.

- Strong computer and technology skills with the ability to learn and adapt to changing systems.
- Experience preparing agendas, meeting packets, minutes, ordinances, resolutions, and financial reports.
- Excellent organizational and recordkeeping abilities.
- Strong written and verbal communication skills.
- Excellent attention to detail and the ability to manage multiple deadlines and priorities.
- Dependability, confidentiality, professionalism, and sound judgment.
- Ability to work independently while remaining accountable to the Mayor and Board of Aldermen.
- Ability to communicate and coordinate effectively with City department heads, employees, elected officials, residents, and outside organizations.

Physical Requirements and Environmental Conditions

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff, City officials, and members of the public.

Must have visual acuity adequate to read small text, printed materials, and computer monitors; and hearing and verbal capabilities sufficient to communicate effectively in person, by telephone, and during public meetings.

Must be able to sit, stoop, bend, and reach at ground level and overhead; hold and grip objects; and lift, move, or carry at least 30 pounds. Must possess the manual dexterity necessary to operate standard office equipment, including but not limited to a copier, scanner, computer keyboard, mouse, and other necessary technology.

Physical presence is required at the City office for all scheduled work hours, operational duties, and administrative tasks, as well as required meetings and hearings. The ability to drive or otherwise maintain reliable transportation is required to attend meetings and events and to visit various City buildings and sites as needed.

Current Office Needs

Applicants should understand that this position currently involves more than routine clerical duties. In addition to performing the regular responsibilities of the City Clerk, the selected candidate will play an important role in **organizing existing records, improving administrative and financial systems, establishing consistent procedures, and helping rebuild institutional knowledge within the City office.**

The City recognizes that an experienced and efficient candidate may be able to successfully perform the position on a part-time schedule. Conversely, the current workload and organizational needs may warrant a full-time schedule. The final employment status, schedule, compensation, and responsibilities will be determined based upon the selected candidate's qualifications and the operational needs of the City.

Regardless of the regular work schedule, the City Clerk must be available for mandatory attendance at Board of Aldermen meetings, special meetings, hearings, and other official municipal meetings that may occur during evenings or outside normal business hours.

Compensation

Compensation will be determined based on qualifications, experience, agreed-upon work schedule, and responsibilities.

How to Apply

Interested applicants should submit a resume to the City of Ash Grove.

Applications will be accepted until the position is filled.

City of Ash Grove
100 W. Main Street
Ash Grove, Missouri 65604
417-751-2333

The City of Ash Grove is an Equal Opportunity Employer.