

## **CITY CLERK**

The City of Lower Burrell is taking applications for the position of City Clerk. The position is responsible for the day to day administrative operations, filing all required State and Federal reports and promoting and recommending cost savings and economic development initiatives and seeking grants. The candidate must have strong interpersonal skills, organizational skills and capability of bringing together diverse people and groups to develop Council sponsored initiatives. A Bachelor's Degree in Public Administration or related field along with a minimum of five years supervisory experience in Municipal Government is recommended. A competitive benefits package and salary commensurate with experience is offered. Deadline for receipt of applications with salary requirements is March 29, 2018. Applications are available on the City of Lower Burrell's web site. Interviews for qualified candidates will be scheduled after review of the applications. Mail or drop off applications to City of Lower Burrell, 2800 Bethel Street, Lower Burrell, PA 15068.