 *City of*

VALLEY FALLS

Incorporated May 17, 1869

March 15, 2021

**POSITION:** CITY CLERK

 The City of Valley Falls, Kansas, is seeking qualified applicants for the position of City Clerk. Under direction of the City Administrator, participates in the operation of the City, including utility billing, accounting/bookkeeping, payroll, licensing, and record keeping of the City.

 The City of Valley Falls, KS is a 3rd class city with a population of 1154 located approximately 25 miles north of Topeka Kansas on K-4 Hwy. Valley Falls is in close proximity to Perry Lake and Wildlife area. It is part of the USD #338 School District which has been recognized at the national level for their academic performance.

**TYPE:** The City Clerk is a full time position, appointed by the mayor, confirmed by the council, and directly supervised by the City Administrator.

**SALARY:** Starting hourly wage is dependent upon experience & qualifications. Benefits include vacation & sick time, holiday pay, KPERS retirement, paid single BCBS medical & dental coverage.

**MINIMUM QUALIFICATIONS**: Two year (or higher) college degree preferred. Accounting/Bookkeeping experience highly desirable.

**OBTAINING AN APPLICATION:** If you are interested in joining our team please send a resume and application to Valley Falls City Hall, 417 Broadway St., Valley Falls, KS 66088. You can view the full job description and apply online here: <https://valleyfalls.org/employment-opportunities> . Any questions or concerns contact Joe Hackney (City Administrator, cityofvalleyfalls@gmail.com ) at (785) 945-6612, option 2, between the hours of 9am and 3pm, Monday through Friday.

**CLOSING DATE:** Until Filled. First Review of applications will take place on April 7th, 2021.