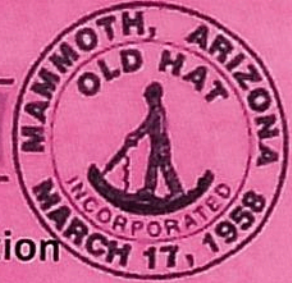


Town Of Mammoth



Accepting Applications for Town Clerk Position

Position Status: At-Will

Open Until Filled

First Review: February 28, 2022

Salary: Based on Qualifications and Experience

POSITION SUMMARY:

Under the supervision of the Town Manager or his/her designee, this position exercises a high degree of independence, initiative and professional expertise in the administration, supervision and day to day management of the Town Office. Applicant must be able to make critical leadership and management decisions and is given the independence and discretion to set up processes/programs. This position is responsible for the development and management of the town budget, apply for and oversee grant applications and reporting, administer and conduct municipal elections, organize and maintain official documents and public records, prepare Town Council Agendas, board and commission training, manage the business license process, and ensure legal compliance of all official postings, public notices, and related advertising. The duties and responsibilities of the Town Clerk are as prescribed by the Mammoth Town Council.

See Town of Mammoth Website for complete Position Description and List of Responsibilities and Minimum Qualifications.

www.townofmammoth.us

Questions call: (520) 487-2331, 8 AM to 4 PM Mon. through Friday.

Handicapped individuals with special accessibility needs may contact the ADA Coordinator for the Town of Mammoth at (520) 487-2331 (V/TDD)

Telephone
(520) 487-2331 V/TDD

Mailing: P.O. Box 130, Mammoth, Arizona 85618
Street: 125 N. Clark Street, Mammoth, Arizona 85618

FAX
(520) 487-2152