



EMPLOYMENT OPPORTUNITY

City Clerk (Full Time)

The City of Powell, Ohio is accepting applications for the position of City Clerk. This is a full-time administrative position that requires excellent administration, communication and customer service skills. This position works under the direction of the City Manager. Qualifications for this position includes experience as a municipal clerk/deputy clerk or considerable clerical experience at the executive level including experience in municipal government. A high school diploma or equivalent supplemented by additional training or education in business administration or office management is required.

The salary range for this position is \$60,795 - \$76,759 and includes an attractive benefit package.

Hours are Monday through Friday, 8:00 am to 5:00 pm with the ability to attend Council meetings in the evening.

To be considered for this position, please submit both a resume and cover letter to: Jason Nahvi, HR Business Partner by email at jnahvi@cityofpowell.us.

A complete job description and application form are available on the City's website at www.cityofpowell.us.

The City of Powell is an E.O.E.