The City of Tempe seeks an experienced, dedicated professional with strong technical skills to fill the position of City Clerk and become a member of Tempe’s Executive Leadership Team. This is an exciting and rewarding career opportunity for an innovative leader with a broad vision and proven track record of implementing best practices in a Municipal Clerk’s Office and promoting transparency and public trust in local government.

The ideal candidate must actively support and uphold the City’s values and strategic priorities and have the experience, knowledge and ability to work cooperatively with the City Council, City staff, and various diverse community stakeholders. The City Clerk is one of the four positions appointed by the City Council.

**Qualifications**

**Work Experience:**
Five years of professional-level experience in a municipal Clerk’s Office, including two years of administrative and management responsibility. Knowledge of pertinent Federal, State and local laws, codes and regulations related to municipal operations, elections, open meeting law, and records management. Knowledge of functions, authority, responsibilities of an elected City Council.

**Education:**
A Bachelor’s degree from an accredited college or university in business, public administration or related field. A Master’s degree is preferred.

**License/Certifications:**
- Required at time of application, certification as a Certified Municipal Clerk (CMC).
- Possession of, or required to obtain within three years of hire, a Municipal Election Official certification from the Arizona Municipal Clerks’ Association/League of Arizona Cities and Towns.
- Possession of, or required to obtain within two years of hire, an Election Officer certification from the State of Arizona.
- Master Municipal Clerk (MMC) certification is preferred.

The **City Clerk must be a resident of Tempe within a time period designated by the City Council.**

**Selection Criteria**

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/ interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

**How to Apply**

Applicants are required to submit a cover letter, resume and supplemental questionnaire.

To apply send materials to: jobs@tempe.gov

Questions? Contact: Karen McNeil, Sr. HR Analyst at 480.350.8809 or Lawrence LaVictoire, HR Manager at 480.350.8277

To view the job description, click [here](#).

**Benefits**

- Minimum of 14 paid vacation days per year (depending upon length of service)
- 56 hours of executive leave
- 12 paid sick leave days per year
- 12 paid holidays per year
- Health, dental, life, and vision care coverage plans
- Up to $6,000 per year tuition reimbursement
- Arizona State Retirement System (ASRS)
- $500 per month contribution towards deferred compensation
The Community

Tempe is located in the center of the Greater Phoenix Metropolitan Area and covers about 40 square miles. The city, home to more than 161,000 residents and a workforce of more than 150,000, is surrounded by six freeways and is the only Arizona City to have border-to-border light rail. With the distinct identity as an emerging destination city, Tempe boasts all the offerings of a community rich in economics, technology, culture, tourism and educational resources.

Tempe features a wonderful mix of history and modern urban amenities and respects its heritage while planning for its future. The city still has buildings from the late 1800s in its downtown, and while enjoying dynamic growth, has maintained its unique personality and style through a careful blending of the new with the old.

The nation’s largest university – Arizona State (ASU) – calls Tempe home, and Tempe Town Lake, to the City’s north provides one of the most popular destinations in the state – second only to the Grand Canyon. Tempe is the spring training home for the Los Angeles Angels of Anaheim, and Downtown Tempe offers a walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business.

About 25,000 people work in downtown Tempe for companies such as Allstate Insurance, State Farm, Amazon, Lifelock, Chase and Smith Barney. Major employers in the city include Insight Computers, ASU, Wells Fargo, Edward Jones and American Airlines, as well as an electric mix of small and locally-owned businesses.

Tempe is among Arizona’s most educated cities with more than 40 percent of its residents age 25 and older having Bachelor’s degrees or higher. This lends itself to a creative, smart atmosphere where anything seems possible.

The Culture

Tempe residents enjoy unsurpassed quality of life, including more than 150 special events annually, such as one of the nation’s largest and best New Year’s Eve parties, Rock n’ Roll Marathon, Tour de Fat Bike Festival, Ironman Arizona and a Fourth of July Celebration that regularly draws more than 50,000 people. Residents also enjoy Tempe’s various cultural and art activities at its many venues that include the Broadway shows at ASU Gammage, Spring Training Baseball, and community performances at Tempe Center for the Arts. There are a number of museums in Tempe, such as The Arizona Historical Society Museum, Nelson Fine Arts Center, Tempe History Museum and many others regionally, including the world famous Heard Museum.

City Clerk’s Office

The City Clerk’s Office maintains the official records of the City government, oversees the preservation and accessibility of public records, provides notice of all City Council proceedings and records actions taken by the City Council, conducts fair and open municipal elections, and administers the City’s Boards and Commissions and Lobbyist Registration programs. The City Clerk also serves as the filing officer for the City.

The City Clerk’s Office, with a base operating budget of approximately $1 million (which increases in municipal election years) has five total professional staff, including a Deputy City Clerk, an Assistant City Clerk and executive/administrative staff.