



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

Deputy City Clerk

The City of Lowell (Kent County, Michigan) is accepting applications for the position of Deputy City Clerk. The following provides a summary of the required experience and skills. A complete job description and information about the City can be found on our website: www.ci.lowell.mi.us

- The Deputy City Clerk is responsible for assisting the City Clerk in the day to day operations for the City of Lowell which includes both statutory and non-statutory duties, including record retention, preparing agendas, minutes and other materials for meetings, planning and zoning administration, conducting elections, social media, assisting with water billing, payroll, accounts receivable and website administration. The work is performed under the supervision of the City Clerk. The employee is expected to demonstrate considerable independent judgment and knowledge in performance of assigned duties.
- Possession of an associate's degree in public or business administration or three years of relevant experience is required.

This is a full-time position (40 hours) with a salary range of \$17.10 - \$22.23 per hour. Please send cover letter and resume by email to lgerard@ci.lowell.mi.us or submit documentation by mail or in person to City of Lowell, Attn: Lori Gerard, 301 E. Main Street, Lowell, MI 49331. Selected candidates must undergo a criminal background check and testing prior to start date.

DEADLINE to apply is 5:00 p.m. February 13, 2018. The City of Lowell is an Equal Opportunity Employer.