

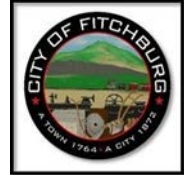


**FOR IMMEDIATE POSTING**

**CITY OF FITCHBURG, MA**

**CITY CLERK**

**July 15, 2019**



The City of Fitchburg is seeking enthusiastic, self-motivated, customer centric, professional candidates for the position of City Clerk. Appointed by and directly reporting to the City of Fitchburg City Council, the successful candidate is responsible for the administration, supervision and operation of the City Clerk's office. The incumbent performs official administrative duties prescribed by the laws of the Commonwealth of MA and the ordinances, regulations and practices of the City of Fitchburg, within the four major areas of City Clerk, City Council, License Commission and Elections. The City Clerk serves as the Official Keeper of the Records for the City and acts as public Records Access Officer, as well as liaison between City and governmental entities as required within scope of duties. Responsibilities also include administration of all aspects related to local, state and federal elections.

Successful candidate must possess a Bachelor's Degree in Business, Public Administration or related field, with a minimum of five years' experience, including 2 – 3 years' supervisory responsibilities; Experience working in municipal government and/or legislative body highly preferred; or equivalent combination of education, training and experience. Salary range is \$79,300 - \$116,428 annually and is commensurate with experience and qualifications. FLSA Exempt, Non-Union. Position is subject to appointment by the City Council for three year term. Please visit [www.fitchburgma.gov](http://www.fitchburgma.gov) for complete job description and application. EOE/AA. Position will be posted until filled.