

## **City Clerk/ Human Resources Manager**

The City of Vandalia, Missouri (3,899 population) is seeking applications from qualified persons for the position of CITY CLERK/HUMAN RESOURCES MANAGER, who serves as the Custodian of Records and manages all aspects of Human Resources of the City. Vandalia is a 4<sup>th</sup> class City in Audrain County with a 6-member Board of Aldermen and approximately 27 full-time employees. Applicants must have at least a high school diploma or equivalent with additional related specialized training. Applicants must possess excellent verbal/written and communication skills, along with extensively interacting with the general public on a daily basis. Microsoft Word and Excel experience is required. The City Clerk must attend all Board of Aldermen meetings.

**BENEFITS:** Benefits include vacation, holidays, sick leave, training, health insurance, and retirement program.

All applicants must be able to successfully complete a Pre-Employment Physical and drug screen.

Applications may be obtained at Vandalia City Hall, located at 200 East Park St in Vandalia, Missouri or by calling City Hall at 573-594-6186 during business hours Monday through Friday. Applications should be returned in a sealed envelope to Vandalia City Hall, Attn: Darren Berry, City Administrator, 200 East Park St, Vandalia, Missouri 63382

Position is open until filled. The City of Vandalia is an equal opportunity employer, and participates in E-Verify.

**SALARY:** Starting salary to be determined based on qualifications and experience.