

**City of Waterville
City Clerk**

The City of Waterville seeks to fill the position of full-time City Clerk. This work involves the responsibility for planning, organizing and directing all facets of the City Clerk's Office, including coordination of City elections.

The position requires a minimum of an Associates Degree, with three to five years experience in a responsible position in a City Clerk's office or a municipal finance office. City Clerk certification preferred.

Letter of intent, current resume, salary requirements, and a list of three references will be accepted in the Office of Human Resources, 1 Common Street, Waterville ME 04901, until 4:00 pm on Friday, October 28, 2011.

The City of Waterville is an Equal Opportunity Employer.