

The Brockton City Council will entertain letters of interest for the position of Brockton City Clerk for a three-year term beginning in January of 2022.

CITY CLERK

MINIMUM QUALIFICATIONS:

Extensive knowledge of state law pertaining to municipalities within the Commonwealth of Massachusetts and city ordinances; knowledge of law pertaining to public finance, licensing, record keeping, Civil Service and municipal legislative procedures; ability to coordinate and supervise various activities pertaining to the City Clerk's functions; ability to plan, coordinate and direct short-range and long-range goals of such a department; proven ability to motivate supervisors and other employees toward positive action, affecting maximum productivity while maintaining a high state of morale; ability to do technical research, compile records and reports, assist in the development of budget requests and reports, assist in the development of budget requests and make recommendations for the practical application of findings; ability to express self clearly and concisely orally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the general public; ability to take independent action and make judgment decisions in the absence of specific direction; ability to work under the direction of statutory authority; sincere dedication to the goals of public service; a positive "can-do" attitude and a willingness and ability to assume considerable responsibility.

EDUCATION AND EXPERIENCE

Applicants should have at least ten (10) years experience in a professional capacity, preferably in a public setting, with municipal government. Applicants shall include with their resume all education and employment history.

The Brockton City Council reserves the right to consider other qualifications and abilities of applicants for this position, and to waive any requirements as long as such waiver is consistent with requirements of State law pertaining to this position and is in the best interests of the City of Brockton.

Interested parties should forward a copy of their resume, education and employment history and a letter of interest to cityclerkapplication@cobma.us or via US mail to:

Brockton City Council
City Hall
45 School St.
Brockton, Ma. 02301