



WE ARE HIRING!

This posting will remain open until filled

Do you enjoy serving your community? Do you appreciate small-town living? Do you have municipal experience? If you responded yes, then this position could be great for you!

The Village of Kingsley is located in southern Grand Traverse County. Kingsley is an ever-growing rural community that strives to maintain its small-town feel. Kingsley has two local restaurants, an excellent school system, a vibrant downtown with a summer Farmer's Market, fantastic parks, and extensive trail systems nearby.

The Village of Kingsley is in search of a Village Clerk. The ideal candidate will have experience in local government, budgets, audits, communication, computer software, and public engagement. This individual must have the ability to learn, think critically, attention to detail, work independently, be organized, an excellent communicator, and complete projects in a timely manner.

This is a part-time, 25 hours per week position. Office hours are Monday through Friday 8:00 a.m. – 4:30 p.m., but you may create your own set schedule! Please see attached job description. This position is required to attend all Village Council meetings which generally occur on the second Tuesday of the month at 6:00 p.m. A Simple Retirement Plan is available with an employer contribution. Pay ranges from \$18.50-\$24/hour.

Please submit your cover letter and resume to the Village of Kingsley, P.O. Box 208 Kingsley, MI 49649 or via email to kvmanager@villageofkingsley.com.