

# City of Peoria, Arizona

invites your interest in  
the position of

## City Clerk



### About the City

Established in the 1880s as a small farming community, today Peoria is a growing city in the Phoenix metropolitan area. In addition to its Old Town roots, the city has experienced the bulk of its growth in the last 15 years, resulting in a city with new infrastructure and pristine land. To date, only 30% of the city's 178 square miles has been built out, presenting a unique and exciting economic development opportunity.

### Great Place to Live...

The city has many assets that make it a quality community: strong knowledge-based workforce, notable entertainment and shopping districts, excellent school district, open space and park amenities including a 10,000-acre lake, affordable housing and master-planned neighborhoods, robust infrastructure for transportation and water, and proximity to other Phoenix-area amenities including professional sports and NASCAR as well as culture and the performing arts.

There are many reasons why Peoria is a desirable destination: spring training at the Peoria Sports Complex, community and professional theater, a Challenger Space Center, and Lake Pleasant Regional Park. The city is not only a great place to work – it is a great place to live.

### Great Career Opportunity...

The City Clerk's Office incorporates three major functions: elections, Council agenda management and records management. The City Clerk leads a staff of eight and manages an operating budget of \$1.1 million.

The City Clerk is one of fourteen Director level members' of the organization's Leadership Team.

### Great Place to Work...

Peoria operates under the Council-Manager form of government. The Mayor is elected at-large. The City Council consists of six part-time nonpartisan members, elected by district. The City has approximately 1,132 full-time employees and 14 Departments.

Peoria is recognized as a leader among the many growing cities in the Phoenix metropolitan area, with an excellent City Council, and a talented and cohesive management team. The City has a positive and supportive culture based on team-work and a commitment to excellence in public service. Peoria is on strong financial footing and maintains excellent bond ratings.

Peoria's City Manager Carl Swenson oversees the daily operation of the city and reports directly to the City Council. This position reports to Susan Thorpe one of two Deputy City Managers.

### Great Benefit Package

The City offers an excellent benefits package; including a required and City-matched 401(a) program and a voluntary ICMA 457 deferred compensation program, as well as participation in the Arizona State Retirement System. The City pays all or a substantial portion of premiums for a choice of Blue Cross/Blue Shield medical plans, vision, dental, short-term disability protection, and life insurance. Additional indirect compensation is also provided to executive level positions.

This position also functions under a 4/10 schedule Monday through Thursday from 7:00a.m. to 6:00p.m.

**Salary Range:**  
**\$97,617 - \$146,425**

Closing Date: October 10, 2010



To apply visit our  
employment website at:  
[www.Peoriaaz.gov/ROCS](http://www.Peoriaaz.gov/ROCS)