

City Clerk – City of Bowling Green

The City of Bowling Green is seeking a highly motivated individual to fill the City Clerk position. The ideal candidate should have experience in Florida local government with a thorough understanding of statutes, ordinances, and record keeping requirements. This position supervises the daily activities of City office personnel and oversees all of the City's finances while providing support to the City Commission and City Manager. Applicant should have exceptional organizational and personnel skills, along with some accounting experience. Computer experience in Word, Excel, and Outlook required. Candidate must possess a Bachelor's Degree, CMC Certification, or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions. Bilingual preferred. Anyone interested in applying for the position can stop by City Hall, 104 E. Main St., Bowling Green, FL 33834, may visit CareerSource Heartland at 324 Sixth Avenue North, Wauchula, FL 33873, or can download an application from our website at <https://bowlinggreenfl.org/>. **Deadline to apply: Friday, August 19, 2022. Salary: \$40,000 - \$50,000.** The City of Bowling Green is an Equal Opportunity Employer, is a Drug-Free Workplace, and participates in E-Verify.