

Greenbush City Council – Special Council Meeting
Greenbush Community Center
September 27, 2021, at 5:30 pm

Agenda

Call to Order

Purpose- The purpose of this meeting is to accept the resignation of the Clerk-Treasurer and to start the hiring process for her replacement.

- Clerk-Treasurer Resignation and Hiring
 - [Clerk-Treasurer Resignation](#)
 - [Sample Clerk-Treasurer Ad](#)
 - [Sample Cover Letter for applications](#)

Upcoming Meetings:

- Regular Council Meetings: at 5:30 pm, Oct 18th, Nov 15th, Dec 20th

Adjournment

Members of the public can attend the council meeting electronically via Zoom.

Zoom Meeting Information:
Passcode for online access: 6aZF04

Meeting ID: 258 250 2650
Passcode for calling in access: 882672

September 22, 2021

Eric Etherington
Mayor
City of Greenbush
244 Main St N
Greenbush, MN 56726

Dear Eric,

Please accept this letter as formal notification that I am resigning from my position as Clerk-Treasurer for the City of Greenbush. My last day will be Friday, October 8th.

Thank you so much for the opportunity to work in this position for the past fifteen years. I've greatly enjoyed and appreciated being part of the Greenbush community. The city has offered me many opportunities to work on different projects and gain knowledge in various areas in which I will certainly take with me throughout my career.

I will put together as much information as I can for projects that still need to be complete. I will do what I can to help during the process filling this position.

Sincerely,



Anita Locken
Clerk-Treasurer

Sample Clerk-Treasurer Job Posting

The City of Greenbush is seeking a dedicated, civic minded person to fill the position of Clerk-Treasurer. This is a Full-time position of 40 hours a week. The Clerk/Treasurer is responsible for planning, organizing, and managing all municipal activities. Primary responsibilities include, but are not limited to, general clerical work including taking, recording, and maintaining city council minutes, managing official city records, accounts receivable and payable, accounting, budgeting, payroll, utility billing, elections, and financial reporting. Applicants should have a degree in Accounting, Business Administration, or related field or three to five years of clerical experience including accounting, record keeping, taking minutes, and researching files, which included considerable public contact. Supervisory experience is also desired. Willing to become a Minnesota Certified Municipal Clerk. The City of Greenbush offers an excellent wage and benefits package. Applicants can go to the City's website: www.greenbushmn.govoffice2.com to access the application and job posting details. Application or resume can be dropped off at the Greenbush City Office or mailed to PO Box 98, Greenbush, MN 56726. Applications must be received not later than 4:30 pm on _____.



Dear Applicant:

Please complete and return the enclosed application for the position of Clerk-Treasurer. We also encourage you to submit a resume and any other documentation you feel would help us determine your suitability to this job. All forms and information must be received at the City Office by 4:30 p.m. on _____.

Application and resume information will be reviewed by council. They will determine who will be interviewed for the position. Interviews will be conducted at a time and location to be announced.

The City of Greenbush does not discriminate based on race, color, religion, national origin, political affiliation, disability, age, marital status, status about public assistance or veteran status, the presence of a non-job-related medical condition or physical impairment, or any other protected class.

Also enclosed for your information is the City of Greenbush job description for the position of Clerk-Treasurer and the city's benefit package. If you have any questions on the position or the selection process, please give us a call at 218-_____.

Sincerely,

City of Greenbush

Enclosures

244 Main St N
PO Box 98
Greenbush, MN 56726
Phone: 218-782-2570
Fax: 218-782-2146
Email: greenbush@wiktel.com
www.greenbushmn.govoffice2.com



The City of Greenbush is an Equal Opportunity Provider and Employer