



City of Guadalupe City Clerk

December 4, 2020

The City of Guadalupe has a current vacancy for the office of City Clerk. The duties of the City Clerk are as follows:

- Attendance at all City Council meetings
- Take and transcribe all minutes for all City Council meetings
- Sign all official documents, to include but not limited to, City resolutions, City ordinances, City Council minutes, etc.

QUALIFICATIONS: Registered voter; Resident of Guadalupe; Minimum 18 years of age.

Stipend: \$150.00 per month

HOW TO APPLY: Please provide a "Letter of Interest" with a brief explanation of your background and interest in this vacant office and send to:

**CITY OF GUADALUPE
Attn: City Administrator
P.O. Box 908
918 Obispo Street
Guadalupe, CA 93434**

OR

Hand deliver to City Hall, Administration Office, 918 Obispo Street, Guadalupe

DEADLINE TO APPLY: Monday, January 4, 2020