Administrative Assistant or Deputy Clerk-Treasurer (Part-Time)

City of Grant, Minnesota

Applicants for this position may be considered for an Administrative Assistant or Deputy Clerk-Treasurer. The final title and compensation will be determined by the experience, skills, and qualifications of the selected finalist. The City of Grant is seeking a detail-oriented and dependable employee to support the City's operations and assist with core administrative functions. This position works closely with, and at the direction of, the City Administrator/Clerk-Treasurer and plays a key role in maintaining records, supporting compliance, and ensuring efficient day-to-day operations.

Position Overview

- **Type:** Permanent, part-time position (~16-24 hours/week)
- **Compensation: $20 – $40/hour**, depending on qualifications and experience
- **Benefits:** PERA-eligible position; pro-rated holiday and paid time-off after 90 days of employment; flexible scheduling
- **Schedule:** Flexible weekday hours with occasional evening meetings required
- **Work Environment:** In-office, with potential for some remote work
- **Start Date:** The position is open and the City is motivated to fill it promptly; start date will be coordinated with the selected candidate
- **Application Deadline:** Open until filled; applications will be reviewed on a rolling basis

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Key Responsibilities

- Assist with preparation of City Council agendas, packets, and meeting materials
- Update City website and resident newsletters
- Maintain logs for building permits, land use permits, data requests and citizen complaints
- Maintain organized records and support document retention practices
- Provide administrative support to the City Administrator/Clerk-Treasurer
- Respond to resident inquiries and assist with general communications

Minimum qualifications

- High School diploma or equivalent
- Two years of experience in administrative and/or customer service-related field
- Proficiency with standard office software and equipment

Desired qualifications

- 2-year or 4-year degree
- Previous experience in local government administration, customer service or records management
- Experience in municipal administration, records management, customer service, or related field
- Experience with Laserfiche records management
- Experience with CTAS or other accounting/bookkeeping software

Knowledge, Skills, and Abilities

- Strong attention to detail and organizational skills
- Ability to manage multiple responsibilities and work independently
- Strong communication and customer service skills
- Prior experience in a small-city or similarly structured organization is highly desirable
- Must pass a standard background check
- Basic knowledge of basic accounting principles and financial processes
- Experience with **CTAS** or similar municipal accounting systems

About the Organization

The City of Grant operates with a lean staffing model and relies on a team of professional contractors to deliver essential city services. This position is an important part of a small, collaborative administrative team and requires someone who is organized, adaptable, and comfortable working in a dynamic environment.

Additional Details

- Current office space is located within a shared municipal office environment serving multiple neighboring communities. Potential opportunity for some remote work.
- Flexible schedule designed to accommodate part-time availability.
- Depending on experience and the needs of the City, there is potential for the position to be filled as a Deputy Clerk-Treasurer.

How to Apply

Submit the following materials to Lacey Smieja, City Administrator via email at clerk@cityofgrant.us or by mail at P.O. Box 577, Willernie, MN 55090:

- Cover letter or email describing your interest and qualifications.
- Current résumé
- Three professional references – references will only be contacted after the City notifies you that you are a finalist for the position and you accept moving forward in the hiring process

Applications will be reviewed on a rolling basis until the position is filled. Call or email with questions, 651-426-3383 or clerk@cityofgrant.us.