TOWN CLERK RECRUITMENT NOTICE
TOWN OF SAN TAN VALLEY, ARIZONA

Position: Town Clerk (*Engagement through third-party staffing provider*)
Application Deadline: **November 15, 2025**

I. OVERVIEW

The newly incorporated Town of San Tan Valley, with an estimatedpopulation of 100,000, represents the largest municipal incorporation in Arizona's history. The Town Council is seeking an accomplished, detailed-oriented professional to serve as Town Clerk. This is a once-in-a-career opportunity to create and manage essential municipal functions from the ground up for one of Arizona's fastest-growing communities.

The individual selected for this role will initially serve under a professional services engagement through a third-party staffing provider (such as Educational Services, LLC or a similar entity). The Town itself will not directly employ the successful candidate. Depending on future organizational development and Town Council direction, the structure of this engagement may be revisited as the Town transitions to direct employment of staff.

II. ROLE AND RESPONSIBILITIES

Working closely with the Town Council, Town Manager, and Town Attorney, the Town Clerk will be responsible for:

- Coordinating the preparation, distribution, and retention of Council agendas, minutes, ordinances, and resolutions;
- Establishing and maintaining a Town record management system;
- Managing public notices, municipal elections, and official filings in compliance with state law;
- Serving as the primary point of contact for public records requests and Town-related inquiries, ensuring timely and accurate responses in compliance with state law; and
- Assisting in the development and implementation of policies and procedures during the Town's formative period.

This will be a hands-on and evolving assignment, carried out with minimal resources and staff initially, requiring adaptability, initiative, and creativity.

III. QUALIFICATIONS

- Bachelor's degree in Public Administration, Business, Political Science, or a related field; Master's degree preferred.
- A minimum of two (2) years of progressively responsible experience in local government administration, preferably in municipal clerk or administrative roles.