

## Urbana City Clerk Application

Thank you for your interest in serving the City of Urbana. The City is seeking to fill the vacancy in the office of City Clerk for the remainder of the current term ending May 5, 2025. The successful candidate will be appointed by the Mayor with the advice and consent of the City Council. The Office of the Mayor will accept applications for the position from Monday, October 2 through 5 p.m. Monday, October 23.

Duties of the Urbana City Clerk include, but are not limited to, attending all meetings of the corporate authorities and keeping a record of their proceedings in the form of minutes; implementing city council rules and parliamentary procedure; publishing all resolutions and ordinances; publication of notices, and serving as the Local Election Authority.

Candidates for the position must meet the legal qualifications to hold elective office in Illinois. A person must:

Be eligible to vote in municipal elections in Urbana;

Be a resident of Urbana for at least one year preceding the appointment;

Not be in arrears in payment of any tax or other indebtedness to the City; and

Not have been convicted in state or federal court of malfeasance in office, bribery, or other infamous crime, or other felony.



## **URBANA CITY CLERK**

Application to fill unexpired term ending 5/5/25

Name (please print):

Address (please print):

Telephone:

Email:

How long have you lived in the City of Urbana?

Are you registered to vote in the City of Urbana?

- 1. Based on your knowledge of the duties of a municipal clerk, why do you wish to serve as Urbana City Clerk?**

**2. Please summarize relevant education, training, work experience and certifications that have prepared you to carry out the duties of City Clerk. Attach resume if desired.**

**3. Are you available to work Monday evenings and other evenings, as needed, in order to attend meetings of the corporate authorities?**

**Please list three personal or professional references.**

Name:

Occupation:

Email:

Phone:

Name:

Occupation:

Email:

Phone:

Name:

Occupation:

Email:

Phone:

Signed:

Date:

Electronic Signature. By checking this box, I am signing this Application electronically and agree that my electronic or digital signature on this Application has the full legal effect as that of my written signature.

Please save file, attach, and return completed application by 5 p.m. October 23, 2023, via email to [dwmartin@urbanaininois.us](mailto:dwmartin@urbanaininois.us) (**Subject Line: CITY CLERK APPLICATION**)

or mail or deliver to:

Mayor Diane Wolfe Marlin

City of Urbana

400 S. Vine St.

Urbana, IL 61801