Position responsibilities to include but not limited to:

Attend Monthly City Council Meetings:

Recording Meeting Minutes

Preparing Agenda

Preparing Consent Agenda

Guiding Council through City Business/ City Ordinances/State Laws

Managing City Business:

Answering Phone

Public Relations/Liaison

Address Complaints

Managing Google Workspace

 Filing and Record Keeping

Filing with County and State

 Drafting Resolutions

Publications

Mailings

Managing Zoning Business:

 Building Permits

 Land Splits/Combinations

Drafting Ordinances

Communication with County officials and others

Managing City website:

 Updating site to keep residents informed

Working with City Attorney

Election Guide/Information

\*\*\*Applicant qualifications:

Must currently live within the city of Heidelberg for a minimum of 30 days prior, and

Must be a legal U.S. citizen, and

Must be at least 18 years of age, and

Must be a current registered voter with Le Sueur County.

\*\*\*If you meet the above requirements, fill out the application found on the CITY APPLICATION link located on the city website front page at cityofheidelbergmn.com. Application MUST accompanied by the $2:00 filing fee for the application to be considered complete. DO NOT SEND APPLICATION VIA EMAIL.

Mail it to:

City of Heidelberg

P.O. Box 253

New Prague, MN 56071

Attention: Clerk

Or call Missy at 952-297-4239 to arrange a time to drop off application in person.

ALL applications MUST be received (postdated) no later than 05/31/2023 by 5:00 P.M.

If you have any questions, and Missy at the above listed number or send in an email to the following email: melissa\_edwardsmiller@thecityofheidelbergmn.com