



CITY CLERK

City of Tucson, Arizona

Recruitment Services Provided By





The Opportunity

As a cornerstone of transparency and trust in local government, the next City Clerk will play a pivotal role in shaping how Tucson conducts its public business - openly, efficiently, and with integrity. This is a rare opportunity to serve one of America's most distinctive and culturally rich cities, leading a talented team that supports the Mayor and Council, administers elections with precision and fairness, and safeguards the City's legislative record. The ideal candidate will bring both a command of statutory detail and a forward-thinking mindset - modernizing systems, strengthening civic engagement, and upholding Tucson's deep tradition of public accountability in an era of rapid change.



About Tucson

Tucson blends centuries of Hispanic, Native American, and Anglo heritage into a vibrant and authentic cultural landscape that is steeped in cultural history. With more than 4,500 years of inhabitation, Tucson's ancestral inhabitants – the Tohono O'odham Nation and the Pasqua Yaqui Tribe – continue to have a presence and influence in Tucson.

Established as a military fort in 1775, Tucson was later incorporated as a city in 1877. Now as the 33rd largest city in the country, and the first U.S. city designated a UNESCO City of Gastronomy, Tucson offers exceptional culinary experiences alongside a rich mix of art, music, and outdoor recreation—from hiking and cycling to world-class stargazing. With its population over 40% Latino, Tucson's culture is enriched through vibrant traditions, culinary excellence, family-centered values, and a deep sense of community that shapes the city's identity and spirit.

With 330 days of sunshine annually and mountain ranges in every direction, Tucson is a year-round outdoor playground. The Loop, a 131-mile network of paved, shared-use paths, provides safe and scenic routes for walking, running, and biking across the city. Visitors and residents alike enjoy natural treasures like the Tucson Botanical Gardens—named one of North America's top gardens by the American Public Gardens Association—and the renowned Arizona-Sonora Desert Museum. With multiple observatories nearby, Southern Arizona is often called the astronomy capital of the world.

Tucson's culture is deeply rooted in community. Residents support sustainability, water conservation and the Tucson

Prosperity Initiative – an evidence-based effort to dismantle generational poverty across Pima County by focusing on long-term wealth-building and opportunity rather than only short-term aid, they also support local businesses, celebrate the arts, and take pride in helping one another. This spirit of care is reflected in City initiatives that address complex challenges such as homelessness, public safety, and economic opportunity—often with innovation on par with larger metropolitan areas.

The city's central core is home to a thriving downtown and the University of Arizona, a top-tier research institution. The university anchors the community, contributing to a highly educated workforce, research-driven private sector growth, and robust arts and athletics programming.

Tucson also draws national and international visitors, particularly during the winter months. Signature events include the Tucson Jazz Festival in January, the world-famous Tucson Gem & Mineral Show in February, the Tucson Rodeo, the multicultural Tucson Meet Yourself Festival in October, and the All Souls Procession in November—a dynamic, community-driven celebration of remembrance.

Whether you're drawn to the stunning desert surroundings, the inclusive and caring community, or the city's forward-thinking approach to public service, Tucson offers an exceptional place to live, work, and lead.



City Government

The City of Tucson is a charter city that has a Council-Manager form of government, with the Mayor serving as the Chief Executive Officer and the City Manager having general supervision and direction of the administrative operation of the city government. The Council is composed of a Mayor elected at large to four-year terms without limits, and six Council Members nominated by Wards and elected at large to four-year staggered terms without limits. The City Council appoints the City Manager, City Attorney, City Clerk and City Magistrates. The City Manager oversees approximately 4,500 dedicated employees and an annual operating budget of \$2.4B.

The City Clerk's Office

The City Clerk's Office provides accurate, accessible and timely legislative information to various constituencies, including the Mayor and Council, city staff and the public. The primary function of the office is to provide administrative, clerical, and logistical support to the Mayor and Council; coordinate and administer records management throughout the city; conduct regular and special municipal elections in conformance with federal, state, and city laws and procedures; and administer the City of Tucson's Campaign Finance Program.

Led by the City Clerk, the City Clerk's Office has an annual budget of \$5.8 million and 28 employees, organized into the following divisions:

- **The City Clerk-Administration Division** provides leadership and administrative oversight to ensure all departmental programs operate in compliance with legal and City policy requirements. Key responsibilities include managing payroll for the Mayor and Council offices, assisting with staff onboarding and separations, and serving as the department's liaison to Human Resources and Business Services. Also, the team is responsible for financial oversight and budget development for the department.
- **The Legislative Management Division** documents and manages all legislative actions taken by the Mayor and Council and oversees records management across the city. Key responsibilities include processing and distributing agendas, minutes, contracts, resolutions,

ordinances, and other official documents for the Mayor and Council and other public meetings. The division also manages appointments by City boards, committees, and commissions. In addition, the team oversees the liquor license application process in coordination with various departments, implements and coordinates department responses to public records requests in accordance with legal requirements.

- **The Elections Management Division** administers City elections in compliance with the Arizona State Constitution, City Charter, State Statutes, and City Code. Key responsibilities include managing elections for Mayor and Council offices, charter amendments, ballot measures, initiatives, and referenda, ensuring all processes follow legal guidelines to promote maximum voter participation. This team also oversees redistricting every four years and again two years after each census, as required.

\$ 5.8M
Operating Budget

28FTE
Employees



The Position

Reporting to the Mayor and City Council, the City Clerk serves as the official record keeper and administrator of the City's legislative processes. This executive position directs strategic planning, operations, and oversight of all functions within the City Clerk's Office, including election administration, records management, and Council support. The City Clerk exercises broad discretionary judgment and serves as a key resource for ensuring transparency, compliance, and integrity in municipal governance. Key responsibilities include:

- **Election Administration:** Administers City elections, ensuring proper electoral processes, election integrity, and compliance with applicable laws and regulations.
- **Council Support & Record Keeping:** Attends Mayor and Council meetings, ensures a quorum is present, attests to official actions, and oversees the preparation of agendas, materials, and minutes.
- **Official Records & Archives:** Maintains custody of official City records pursuant to State retention schedules; oversees the City Archives and storage of inactive records.
- **Campaign Finance Administration:** Acts as the Campaign Finance Administrator for the Charter-mandated Public Matching Funds Program for candidates.
- **Board, Committee & Commission Administration:** Manages appointments, resignations, and oaths of office; ensures compliance with the State Open Meeting Law.
- **Public Records & Information Requests:** Responds to public records requests, disseminates them to appropriate departments, and ensures timely responses to City staff and the public within the scope of authority. This responsibility involves strong communication and customer service delivery with members of the media and other requestors of public records.
- **Leadership & Staff Development:** Supervises assigned staff, prioritizes and assigns projects, provides coaching and evaluation, and makes hiring decisions in accordance with City policies.
- **Representation & Collaboration:** Interacts with State, County, and City departments, elected officials, and the public to coordinate activities, resolve issues, and represent the City Clerk's Office with professionalism and reliability.





Qualifications

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: A Bachelor's degree in business, public administration or a related field.

Experience: Five years of experience involving services typically provided by the City Clerk such as conduction of elections, City Council support, records management and information technology. Three years of supervisory experience.

Residency Requirement: Residency within the City of Tucson is required.

Ideal Candidate

The most successful candidates for City Clerk will embody the following attributes:

- Ability to analyze agenda items and honor the authority of the mayor to approve included items for each public and executive session.
- Demonstrated ability to collaborate with the City Manager on all items that are brought forward on the public agenda for each public meeting.
- Advanced knowledge of the City of Tucson Charter-mandated Public Matching Funds Program and Arizona Clean Elections requirements, as well as the ability to analyze related activities and decisions working in partnership with the Pima County Election team members.
- Ability to modernize for Public Matching Funds Program issues as they arise.
- Demonstrated ability to analyze the metrics related to effective implementation of the Arizona Clean Elections process.
- Demonstrated appropriate application of city code/charter in all measures related to the office of the City Clerk.
- Identification of the latest software used/possible to support the work of the Office of the City Clerk.
- Ability to create training content to support newly elected officials/their office staff in applying Public Matching Funds Program standards.
- Demonstrated ability working effectively with Council officials and their staff on the process of recruiting and filling Board and Commission vacancies.
- Ability to support elected officials in setting up and sustaining individual Council offices.

Salary & Benefits

The City Clerk position has a salary range of **\$173,472 - \$260,208**, depending on qualifications. In addition, the City provides an excellent executive benefit plan with the following key features:

Health and Wellness Benefits

- **Medical:** Choice between a high-deductible plan (HSA or HRA) or a network plan.
- **Dental:** Choice between a national dental PPO and a local HMO.
- **Vision:** Coverage for annual eye exam and glasses or contacts, plus LASIK.
- **Life:** City paid coverage for the employee and dependents, plus an option to purchase additional coverage.
- **Long-Term Disability:** Income replacement of up to 60% of base salary in the event of a qualifying disability.
- **Flexible Spending:** Pay for qualified health and dependent care expenses using pre-tax dollars.
- **Voluntary Benefits:** Financial assistance in the event of cancer, hospitalization, accident, and more.

Security and Future

- **Pension:** A generous defined benefit pension plan, with five-year vesting, the ability to transfer from other Arizona pension plans and the ability to purchase service credit. Full details are available [here](#).
- **Deferred Compensation:** The City offers a voluntary 457(b) plan as an additional retirement investment vehicle.

- **Tuition and Education Assistance:** Benefits to assist with tuition reimbursement and student loan repayment are available.
- **Back-Up Care:** Care for your loved ones when your regular care is unavailable.

Leave and Other Benefits

- **Annual Leave:** The City will negotiate annual leave with the selected candidate.
- **Paid Leave:** New hires enjoy 13 accrued days of vacation, 13 accrued days of sick leave, and 11 paid holidays.
- **Employee Discounts:** Generous discounts, ranging from car rentals to computers, gifts to groceries, and electronics to entertainment.
- **Social Connectedness:** Forge connections with the community served through paid volunteerism and payroll-deducted charitable giving.
- **Relocation Assistance:** Relocation assistance may be available and is subject to negotiation with the selected candidate.

For a full list of benefits, click [here](#).





Application & Selection Process

Interested candidates are encouraged to apply no later than Monday, **December 15, 2025**. Submit a comprehensive résumé and compelling cover letter online at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

IMPORTANT DATES:

Deadline to apply and be considered:	Monday, December 15, 2025
Candidates selected for interviews:	Thursday, January 6, 2026
Interviews:	Mid-late January, 2026

The City of Tucson is an equal opportunity employer.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Arizona. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

Recruitment Services Provided By



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