

July 21, 2026

Now Hiring: City Clerk**Location:** City of Newaygo, Michigan**Position Type:** Full-Time with Benefits**Salary:** Competitive Starting Salary, Dependent on Qualifications (DOQ). Starting range of \$45,000/yr - \$55,000/yr**Closing Date:** Open Until Filled**About Our Community**

Nestled in the heart of Michigan, the City of Newaygo is a vibrant, close-knit community of approximately 3,000 residents. We pride ourselves on our small-town charm, scenic surroundings, and dedicated local government. We are seeking a community-minded professional to join our team as the next **City Clerk**—a pivotal role where you can truly see the impact of your hard work every day.

The Opportunity

If you are looking for a career rather than just a job, you've found it. We are searching for a **long-term employee** who is eager to learn, grow with us, and help our community thrive.

As the City Clerk, you will wear many hats. You will serve as the backbone of our local government as part of our administrative team, partnering closely with the City Manager, and providing critical support to various City boards. From managing public records to orchestrating local democracy on election days, your work will keep our city moving forward.

Key Responsibilities

- **Election Administration:** Serve as the Chief Election Official for the city. You will oversee all aspects of voter registration, absentee ballots, poll worker training, and election day operations in compliance with Michigan election law.
- **Administrative Leadership:** Direct and support the daily operations of the City Clerk's office, guiding and mentoring administrative staff.
- **Board & Council Support:** Prepare agendas, attend meetings, maintain accurate minutes, and provide administrative assistance to the City Manager and various City boards/commissions.

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- **Clerical & Record Keeping:** Act as the official custodian of all City records, ordinances, resolutions, and contracts. Handle freedom of information (FOIA) requests, licensing, and general inquiries from the public with a helpful, positive attitude.

Who You Are

- **A Continuous Learner:** You don't need to know everything on day one. We value adaptability, a strong work ethic, and a genuine willingness to learn and grow into the role.
- **A Community Advocate:** You genuinely care about public service and want to help our 3,000 residents navigate their local government smoothly.
- **Detail-Oriented & Organized:** You can pivot from one task or project to another without missing a beat.
- **An Effective Communicator:** You possess excellent written and verbal skills, with the ability to maintain confidentiality and professionalism at all times.

What We Offer

- A competitive starting salary tailored to your experience and qualifications.
- A comprehensive benefits package (including health, dental, vision, and retirement options).
- Paid time off and holiday pay.
- A supportive, collaborative work environment where your ideas matter.
- Ongoing professional development and certification opportunities (including Michigan Certified Municipal Clerk training).

How to Apply

Ready to make a difference in our community?

To request a **full job description**, please contact Kim Biegalle at the City Office at 231-652-1657 ext 222, email kbiegalle@newaygo.gov or visit our website at Newaygo.gov.

To apply, please submit a **cover letter and resume** detailing your interest and qualifications to:

Via Email: kbiegalle@newaygo.gov

Subject Line: City Clerk Application – [Your Last Name]

Via Mail or In-Person:

City of Newaygo

Attn: Kim Biegalle

28 State Rd, PO Box 308

Newaygo, MI 49337

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