



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

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www.cityofclare.org

CITY HALL

Ph 989.386.7541

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

OFFICE HELP WANTED

The City of Clare is seeking applicants to fill a part-time administrative assistant position. This position offers a competitive hourly wage of \$18.17 per hour. The normal work schedule will be twenty to thirty-two hours per week, Monday through Thursday, with occasional evening work during the election season. We are seeking applicants with a strong working knowledge of Microsoft Office programs, modern office practices, management techniques, accounting procedures, and recordkeeping. Applicants shall possess a strong background in mathematics and English composition with the ability to write legibly and maintain positive working relationships with fellow employees and the public. Applicants must also possess the ability to perform routine work in an accurate, efficient, self-motivated manner. Please submit an application at <https://cityofclare.gov/employment-opportunities>, and a letter of interest, a resume, and three current, professional references to the attention of the City Clerk, City of Clare, 202 W. Fifth Street, Clare, Michigan 48617. Applications will be accepted until 8:00 a.m., Monday, January 26, 2026. A job description including the required and desired qualifications is available on the city's website at www.cityofclare.gov or may be picked up at Clare City Hall. The City of Clare is an equal opportunity provider and employer.

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508



Diane Lyon
Clare City Clerk

