

The City Clerk is one of four statutory officers under Nebraska law and is responsible for fulfilling administrative responsibilities relative to the records management functions associated with City government. The City Clerk is appointed by the Mayor and confirmed by the City Council.

The City Clerk is responsible for the keeping of all records of the City, including Minutes, Ordinances, Resolutions, contracts, and permits. The City Clerk prepares the City Council agenda, so all potential agenda items and concerns should be directed to this office.

The City Clerk is also the Human Resources Manager for all of the City of Beatrice/Board of Public Works employees. The City Clerk also serves as the Civil Service Commission Secretary and is responsible for administering the written testing for firefighter and police officer openings, as well as overseeing the interview process.

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