

RESOLUTION 1575

APPROVING THE CITY ADMINISTRATOR/CLERK POSITION ANNOUNCEMENT

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a city administrator/clerk and wishes to communicate information concerning the position to potential candidates.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City of West Branch, IA City Administrator/Clerk Position Announcement/Advertisement attached as Exhibit A.

Passed and approved this 21st day of February, 2017.



Roger Laughlin, Mayor

ATTEST:



Matt Muckler, City Administrator/Clerk

CITY OF WEST BRANCH, IOWA CITY ADMINISTRATOR/CLERK POSITION

Announcement/Advertisement

City Administrator, West Branch, Iowa. (Population – 2,322). Progressive community in east central Iowa located along Interstate 80 about seven miles east of Iowa City is seeking an energetic leader for the position of city administrator/clerk.

Salary range is \$60,000. to \$90,000., depending upon qualifications, with full range of benefits. The city administrator directly oversees all municipal departments, including city hall, water, wastewater, streets, sanitation, parks & recreation, police, library, building, zoning, and finance, which includes 15 full time employees and an annual operating budget of \$4.4 million.

The city administrator is also responsible for supervision of contracts, oversight of city property, management of capital improvement projects, and keeping the five-member city council and mayor fully advised of the city's financial condition and overall future needs.

Qualifications include four year college degree in public or business administration or related field and five or more years of experience in a public sector management position. Residency requirement is in effect.

Potential candidates can view a community/position profile on the City's website (www.westbranchiowa.org), after it has been posted on March 21st . Application materials requested include: a cover letter, resume, salary history, and five work related references.

Applications will be accepted until the position has been filled with the first review of applications on April 11, 2017. Confidential applications should be sent to Patrick Callahan, c/o Callahan Municipal Consultants, LLC 417 Kaitlynn Avenue, Anamosa, Iowa 52205 or send to callahan.cmc@gmail.com.

**Contact: Patrick Callahan
Callahan Municipal Consultants, LLC
callahan.cmc@gmail.com (563) 599-3708**