

**RESOLUTION NO. 2027**

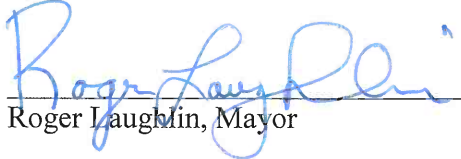
**APPROVING THE CITY ADMINISTRATOR POSITION ANNOUNCEMENT**

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a City Administrator 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 Position Announcement/Advertisement attached as Exhibit A.

\* \* \* \* \*

Passed and approved this 2nd day of August, 2021.

  
\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

  
\_\_\_\_\_  
Leslie Brick, Deputy Clerk

**CITY ADMINISTRATOR** - The City of West Branch, Iowa (population 2,322) seeks a full-time City Administrator to perform a variety of duties under the direction of the City Council.

The qualifications for the position shall include competency through education and experience to perform the duties placed upon the Administrator. A Bachelor's degree preferred in Public Administration, business management, and /or three to five years' experience working in a municipal or administrative legal environment; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

This is a salary-exempt position, salary DOQ plus excellent benefits package. Complete job description and employment applications are available at [www.westbranchiowa.org/jobs](http://www.westbranchiowa.org/jobs).

West Branch employment application, resume, cover letter and five professional work-related references should be mailed to City of West Branch, Attn: City Administrator Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to [mayor@westbranchiowa.org](mailto:mayor@westbranchiowa.org) by August 25, 2021. EOE.