

City Administrator DPW/DDA Director

Employer:

City of Gibraltar

Population:

4656

Compensation:

\$60,000- \$75,000 DOQ

Closing Date:

6-5-19

To Apply:

Send cover letter, resume, City of Gibraltar Job Application (available at www.cityofgibraltar.net) and references to:

City of Gibraltar

Attn: Mayor Jim Gorris

29450 Munro

Gibraltar, MI 48173

Description:

This position is responsible for the administration of the City, including day to day operations of the Public Works and Water Department. Other duties include: personnel, purchasing, budgeting, grant writing, citizens' concerns, and the administration of all contracts. The candidate must have excellent communication skills. A Bachelor's degree from an accredited university in public administration or related field such as, finance, accounting, or business administration is required and a Master's degree is preferred. The ideal candidate should have a minimum of five (5) years' experience as a City Manager/Administrator, Assistant City Manager/Administrator or equivalent experience in local government having dealt with contracts, City budgets, personnel, benefits management, and grant writing. DDA Director duties will be assigned by the Downtown Development Authority.

The City of Gibraltar is an equal opportunity employer and does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.