

City of Mabton

City Administrator/Public Works Director

Job Description

Assists the Mayor in Directing the administration of city government. Provides high level technical assistance on management, operational and legislative issues and conducts complex studies involving research, analysis and preparation of reports on a variety of internal organization/management, operational, or legislative issues and city budget. Works with and Supervises City Treasurer functions in regards to City finances. Plans, organizes, directs and controls the functions of the public works department. Provides responsible administrative and clerical work in support of the mayor, and council members. Custodian for official records and public documents. Prepares agenda and assembles supporting documents for council meetings and ensures that appropriate records of the meetings are maintained. Makes recommendations to the city council for action.

Education Requirements

A minimum of a four year degree and 5-8 years of experience in Municipal Government.

Salary: \$65,000 to \$80,000 DOQE, position open until filled.