City of Cumming, Iowa
City Administrator/City Clerk

Announcement/Advertisement:

The City of Cumming, Iowa is seeking a City Administrator/City Clerk. Located off I-35, Cumming shares borders with West Des Moines on the north and Norwalk on the east and is projecting significant growth in the near future. The City is seeking an energetic and self-starter individual who can serve as City Administrator and City Clerk.

Salary range is $55,000 to $70,000, depending upon qualifications. This individual will be responsible to oversee the work of the Deputy City Clerk, supervision of city 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 needs.

Due to the anticipated growth, this individual will work closely with developers, engineers, legal counsel, financial advisors, planning and zoning commission, and others to coordinate development.

Qualifications include a four-year college degree in public or business administration or related field. Experience in public sector work desirable.

Job description can be found on the City’s web site at www.cumming-iowa.com.

Submit a resume, cover letter, salary history and work references to Donald Sandor at sandord2020@gmail.com.

Applications will be accepted until the position is filled with the first review of applicants on March 19, 2020.