The City of Lisbon is seeking a full-time City Administrator

THE CITY OF LISBON is seeking a full-time City Administrator. Accountable for the administration of policy and the day-to-day operations of the City of Lisbon. Administers and enforces City operating policies and procedures. Acts as chief financial officer, overseeing all City financial concerns including budget preparation and compliance; reviews and approves preparation and submittal of monthly and annual reports; utility billing operations, accounts payable and receivable; payroll review; purchasing of all city supplies, materials and equipment; coordinates, supervises and evaluates city employees except for Police Department; attends and participates in all City Council meetings and attend other meeting considered beneficial to the City; represents the City in all negotiations with employees, contractors, architects, engineers; acts as public relations agent for the City; prepares and implements TIF Agreements; active in economic developments; administers grants received by the City.

QUALIFICATIONS:

• A bachelor’s degree (B.A.) in public administration, accounting, finance, business administration or a related field or any combination of training and experience that provides the required ability, knowledge and skills.
• Five years’ experience in a supervisory or administrative capacity preferred
• Comprehensive knowledge of organization, functions, and problems of municipal government, public administration and public finance
• Previous experience working with Incode software preferred
• Computer skills including experience with Excel, Outlook, Microsoft and Internet
• Residency within twenty miles of the City of Lisbon or agreement to establish same within the first twelve months of employment

Please send a sealed resume and cover letter to Personnel Committee, City of Lisbon, P.O. Box 68, Lisbon, IA 52253 or email to Stephaniekamberling@gmail.com. Applications can also be found on the city website at www.cityoflisbon-ia-gov. Salary commensurate with qualifications and experience. Position open until filled.