



CITY OF ALTOONA, IOWA
Invites applications for the position of:

City Administrator

SALARY RANGE: \$126,898 - \$180,519

OPENING DATE: 11-29-2021

CLOSING DATE: 12-31-2021

INFORMATION:

The City of Altoona is accepting applications for City Administrator.

Interested candidates need to complete a City of Altoona employment application, resume and cover letter.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Primary Function is to advise and director Mayor and Council on current concerns and future needs of the city; make recommendations and offer alternative solutions; responsible for supervision and actions of all city employees; coordinates the implementation of the Mayor and Council directives and policies; evaluates community needs and wants; and provides qualified and quality direction and guidance for the community as a whole.

ENTRY REQUIREMENT AND SKILLS:

Candidates must possess Bachelor's Degree related to Public Administration and/or Business. Master's Degree in Public Administration is preferred.

Post offer employment physical and drug screen and background check required.

HOW TO APPLY:

The City of Altoona is accepting applications for City Administrator. The initial talent recruitment and evaluation phase will be handled by the DPS Consulting firm. DPS Consulting should be contacted directly for confidential inquiries and questions. They can be reached at 1-888-251-5123 or email, info@dpsinvestigations.com. All applicants should send their resume and cover letter to DPS to start the review process.

You may also visit their website www.dpsinvestigations.com or LinkedIn <https://www.linkedin.com/company/division-of-professional-services>

All formal applicants will be required to complete an official City of Altoona employment application.

Equal Opportunity Employer