



CITY ADMINISTRATOR/PUBLIC WORKS DIRECTOR

The City of Osage, IA, (pop. 3,627), located in North-central Iowa, is accepting applications for the new position of City Administrator/Public Works Director. The position serves as chief administrative officer and is responsible for carrying out Council directives, supervising City departments, promoting economic development, and creating and administering the annual budget and capital improvements plan. Osage maintains an active approach to community growth and improvement through careful planning for public improvements and use of creative financial tools such as grants, Hotel/Motel Tax, Local Option Sales Tax and Tax Increment Financing.

The City provides police, fire, parks and recreation, water and sewer utility, and economic development services. The City has 21 full-time and 11 part-time employees, plus seasonal positions.

The job is a full-time exempt position reporting directly to the Mayor and City Council. Detailed job description available upon request and on the City's website at www.osageia.org. Applicants must have a combination of education and experience equivalent to a four-year degree and considerable executive, administrative or management experience.

Salary range for the position is negotiable based on qualifications. Eligible for City benefits including health insurance, holidays, vacation leave, and sick leave.

Apply by submitting a résumé, cover letter, and at least three (3) work-related references to City Hall at P.O. Box 29, 809 Main Street, Osage, IA 50461. Applications are due by May 31, 2022. Contact Cathy Penney, City Clerk, at 641-732-3709 or cpenney@osage.net, or Mayor Steve Cooper at (641) 832-8328 or at scooper@osage.net with questions. The City of Osage is an equal opportunity employer.