

City Administrator/Clerk
Strawberry Point, Iowa

The City of Strawberry Point, Iowa, population 1155 is seeking a quality candidate with a positive attitude as well as strong, energetic and visionary leadership skills to serve as their next City Administrator/Clerk. The successful candidate will be a skilled communicator with the public, mayor, council and staff. This person will be responsible for the daily operation and administration of city government through oversight and performance of relevant supervisory, administrative and financial functions. Experience should include budgeting, financial management, strategic planning, organizational management, human resources and grant writing.

Education - Minimum requirements for consideration are a Bachelor's degree in a business-related field, with a Master's degree and human resource experience preferred. Also 3-5 years of experience in a similar public sector position.

Experience – Pay Range \$45,000 - \$60,000 DOQ

Salary and benefits – Monthly health stipend, Dental, Life & Vision Insurance, IPERS, monthly cell phone stipend is provided.

Cover letter, resume, salary history and 3 professional references should be addressed to: Mayor Hannah Evans, City of Strawberry Point, PO BOX 279, Strawberry Point, IA 52076 or be delivered in person to City Hall at 111 Commercial Street. Application deadline is Tuesday, May 31, 2022 at 4:00 PM.