

City Administrator/Clerk
Lake City, Iowa

The City of Lake City (population 1,731) is seeking applicants for the position of City Administrator/Clerk. Reports to the Mayor and a five member council. Responsible for day-to-day operation of the City. The ideal candidate will have strong organizational skills; excellent oral and written communication skills; and knowledge of local government operations including budget and finance, as well as a high level of knowledge of computer operations. Bachelor's degree or equivalent experience preferred. For a full job description, contact city hall at 712.640.6401 or cityadministrator@lakecityiowa.com.

Lake City offers a very competitive wage DOQ; and an excellent benefit package that includes city paid health, dental and vision insurance as well as Police IPERS. Send resume to: Mayor Schleisman, 105 N Center Street, Lake City, IA 51449. Applications will be accepted until the position is filled. EOE.