

Part time city administrator

Description

Orchard is a small city with a population of 375 and provides the following services: administration, municipal court, code enforcement, building inspections, water, sewer, public works and the administrator will oversee all of them.

The governance of the City is composed of the Mayor and two Councilmen. The administrator will receive guidance directly from the Mayor and Council.

A minimum of five years' experience in city management and knowledge of municipal budgets, state and federal law as they apply to municipal government is essential.

Requirements and Compensation

This is a part time position. 8:00AM to 2PM and available by phone when not in office. The salary is negotiable.

Accepting application until May 31st at 2:00.