



WELCOME TO HARLAN

City of Harlan is seeking a City Administrator

ANNOUNCEMENT

Job Purpose Summary: The City Administrator is accountable to the Mayor and City Council and is responsible in the direction and supervision of specified city operations and departments.

Salary Range: \$90,000 - \$125,000

Minimum Qualifications: Education or experience equivalent to a bachelor's degree in public administration, Finance or related field. Experience in public administration, including the principles and practices of modern budget and financial management, human resource management, procurement, public works programs, federal/state regulatory provisions, legislative processes, public relations, zoning property utilization, compliance programs.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by 12:00 pm, Wednesday, December 4, 2024, and must contain the following:

1. Cover Letter
2. Resume
3. Formal Application

POSITION PROFILE

View the full job description and application online at the City of Harlan website:
www.cityofharlan.com

SEND APPLICATION MATERIALS TO

City of Harlan
Attn: Ashley Schleis or Jay Christensen
711 Durant St
PO Box 650
Harlan, IA 51537

Office: 712-755-5137
Email: info@cityofharlan.com

** Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.