

City Administrator/Clerk Position

City of Garnavillo is seeking a City Administrator/Clerk/Treasurer. Qualified applicants must possess excellent office, computer, leadership, and communication skills, be proficient in Microsoft Word and Excel, know payroll, strengths in fiscal management, public relations, human resources, current municipal regulations & utilities. A bachelor's degree in public administration, business administration, accounting, finance or a related field preferred; direct experience in public administration is desirable. An associate's degree and/or a combination of education and experience may be considered. Salary depended upon qualifications. Complete job description and application can be requested at Garnavillo City Hall, garnavillo@gmail.com. Send application and resume to: City of Garnavillo, 104 N. Main St, PO Box 14, Garnavillo, IA 52049. Applications must be received by 4:00 p.m. on April 6, 2018. Garnavillo is an EOE