

JOB NOTICE

The City of Mercedes is taking applications for: **CITY MANAGER.**

The City Manager performs varied technical duties in directing, appraising, analyzing, and coordinating administrative activities and other related work as required. Individual must have increasingly responsible experience with grant application and grant compliance measures, multi-tasking management skills, and excellent personnel management skills. Must possess a comprehensive knowledge of city management, and Planning & Development. Individual must also be organized and able to supervise and plan well.

MINIMUM QUALIFICATIONS AND REQUIREMENTS INCLUDE:

A Master's degree in Public Administration is preferred. A Bachelor or Advanced Degree in Public Administration or Business Administration, or Finance with specialization in municipal administration. A minimum seven years experience in cities with a Council-Manager form of government in an administrative/management position. Individual must be absolutely knowledgeable in government finance, budget development and internal controls.

Qualified, interested individuals may submit a resume including a salary history, along with an application to P.O. Box 837, to the attention of Arcelia L. Felix, City Secretary afelix@cityofmercedes.com or 400 S. Ohio Ave., Mercedes, TX. Applications are available at the City's website at www.cityofmercedes.com or at the City Secretary's office, 400 South Ohio Avenue, Mercedes, TX 78570 between the hours of 8:00 am and 5:00 pm. Call (956) 565-3114 ext. 138 or 161 with any questions. The City of Mercedes is an equal opportunity employer. Applications will be taken until the position is filled.