

JOB OPENING

City Manager

The City of Hamlet is currently recruiting to hire a new City Manager. The Manager is delegated the responsibility of managing the City's day-to-day operations, coordinating projects and programs among City departments, and ensuring that the best services are performed to residents. The city employs the Council-Manager form of government consisting of a Mayor and five Council members elected at-large in non-partisan elections. The City employs 95 full time employees, and has a total operating budget of approximately eight million dollars. The successful candidate must possess a Bachelors Degree in Public Administration or related field. Candidates may distinguish themselves with a Masters Degree, five years of experience or more in municipal management, or a combination of both education and experience. The successful candidate must also possess strong ethical and leadership qualities. The Candidate must have an excellent ability to relate to the community, local businesses, and industry. Excellent budgeting, managerial, and communication skills are also preferred. Residency within the City is required within 6 months of appointment, or another reasonably negotiated timeframe. Salary is dependent upon experience and qualifications. Along with an attractive benefit package, the anticipated hiring range for this position is \$60,000 to \$72,000 annually. Interested candidates are invited to submit a letter of interest and professional resume, along with a completed city application to: Mrs. Edna Miles, Personnel Director, P.O. Box 1229, Hamlet, NC 28345 or to emiles@hamletnc.us. The position will remain open until filled. City Applications may be retrieved at Hamlet City Hall or found online at www.hamletnc.us.