CITY OF MIDDLETON

P.O. Box 487, 1103 W Main Street, Middleton, ID 83644
208-585-3133 Fax (208) 585-9601
citmid@middletonidaho.us
www.middleton.id.gov

Job Announcement

Position: City Administrator and Clerk

Recruitment: Position open until filled, first review of applications will begin January 3, 2020

FLSA Classification: Exempt

Wage Rate Range: $32.69 - $34.61 depending on experience

Benefits: Paid vacation and sick leave, PERSI retirement, and health insurance (medical/ dental). Vision, life and disability insurance coverage is optional at employee's expense.

Responsibilities: Assist the mayor in performing the mayor's duties identified in Idaho Code and, under supervision of the mayor:

Supervise department heads and assist them with their periodic, daily, monthly, quarterly and annual responsibilities relating to operation and maintenance of city finance, information technology, building, library, parks, planning and zoning; order, peace and safety; transportation, water and sewer infrastructure, and records;

Monitor the workplace environment and activities to comply with personnel and safety laws and rules, minimize risk-of-loss, and assure the city provides timely and accurate services;

Assure compliance with federal and state environmental, flood management and work permits;

Meet with residents upon request, and receive and respond to complaints and claims;

Assure timely and accurate utility billing and payments, budget performance, money flow, processing applications, public meetings and hearings, public works projects, grant administration, and records retention;

Assist mayor and department heads to implement the city's comprehensive plan policies, programs and procedures, constantly improving and adjusting to changing fiscal and demographic dynamics;

Annually review, prepare and present updates to the following for commission and council action: employee handbook, Middleton supplement to the Idaho Standards for Public Works Construction, ordinances, fees, budget, initiatives, and other policies and procedures;

Oversee and prepares agenda action and information items, posting and publishing agendas and finance reports, and commission and council minutes and written decisions according to law;

Regularly attend and present at meetings with the commission, council, committees, boards and other agencies;

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Provide reports to the mayor and council as requested by the mayor;

Oversees and participates in analysis and evaluation of positions for salary determination purposes, and recommends grade, wage rate, and classifications to the mayor;

The mayor will oversee and administer human resource activities;

Inform the mayor about pending federal, state and local laws, regulations and rules that affect the city;

Facilitate and manage project activities and resolve problems.

Performs other city-business duties as assigned by the mayor;

Minimum Qualifications:

Valid Idaho driver's license; and

Seven years of progressively responsible leadership experience in local government or in an industry that is an integral component of local government business; and

Advanced supervisory, organizational, public speaking, public relations, and written and verbal communication skills.

Note. A bachelor's, master's, doctorate or professional degree in public administration, engineering, finance, law, political science or other similar subject that is an integral component of local government business is not determinative or preferred but will be given due consideration.

APPLICATION PROCESS: Submit a cover letter, resume, three professional references, city employment application, and copy of diploma(s) to the City of Middleton, P.O. Box 487, Middleton, Idaho 83644 or by email to cit-mid@middletoncity.com. Complete applications will be considered., incomplete applications will not.