



NOW HIRING **CITY** **ADMINISTRATOR**

Minimum Qualifications:

Successful candidates shall possess the following minimum qualifications:

Education: Bachelor's degree in public or business administration or another professional or technical field related to a major function of local government.

Experience: Ten years of relevant experience in municipal government operations, including four years of city management experience, assistant city management or a combination.

Must have TYPE A General Law Municipal experience.

Certified Public Manager or Credentialed Manager is required.

Salary: \$160,000 - \$200,000 DOQ

Application and Selection Process:

For first consideration, interested candidates are encouraged to submit a cover letter and résumé as this recruitment will close once a sufficiently strong candidate pool has been established. Apply immediately at: hr@cityofvenus.org.

Confidential Inquiries are welcome to contact Melissa Westen @ 469-225-9507 or mwesten@cityofvenus.org.

**Medical, Dental and
Vision covered 100%
for Employee**

**Life & Disability
Insurance**

**Flexible Spending
Plan**

**TMRS Retirement
System 2:1 Match 7%**

9 Paid Holiday

CITY OF VENUS

700 W. Hwy 67
Venus, TX 76084
469-225-9507 (HR)

www.cityofvenus.org